

JUNE 16th 2020 Chelsea Public Library Meeting

Present: Elizabeth Morrison, Susan Morse, Phyllis Hayward, Mark Lembke, Megan Campbell

No public presentations or comments

No adjustments to the agenda

Susan moved to approve the May minutes and Mark seconded it.

Treasurer's Report:

- Phyllis recommended revising the budget to exclude fundraising expenses we know will not occur during COVID such as the plant sale, as well as the cost savings from not being open.
- Elizabeth did a recent book order. There is still plenty of money in collections
- COVID has increased the need for cleaning supplies and those expenses.
- Phyllis will submit a simplified budget next month.
- The library got a summer reading grant. There was discussion about how that might be organized online.

Librarian's Report:

- Book pick ups have been going well
- Still almost 100 books went out in May
- Audiobooks increasing in popularity
- Website visits increasing
- Elizabeth finished the summer reading program website. Elizabeth was originally not going to offer incentives but changed her mind after receiving input from community parents that it would be helpful. Elizabeth thinking about a reading log - number of books read doesn't matter, or a bingo sheet. For teens and adults she was thinking about \$10 gift certificates for local businesses.
- Pick up window menu circulated as well as posters for summer reading
- Very small number of libraries have opened their doors due to restrictions on circulation.
- Board discussed following VT Dept of Library guidelines. Pick up window seen as the next step although the library would like to open its doors when we can be sure it is safe.
- Elizabeth will also continue the pick up box for patrons uncomfortable using the window or unable to get to the library during open hours.
- The American Dept of Libraries Association is happening next Wed-Fri and Elizabeth was granted that scholarship. She will try to do both the conference and assist patrons at the window but if this becomes unworkable she will make sure she prioritizes the conference attendance.
- Three day period to keep books out of circulation between patrons discussed. Mark offered to help with book cleaning as needed.
- Although the library wants to remain open as close to regular hours as possible, starting hours will be 2 pm - 6 pm but that will be revisited after the window is open with an eye to expanding open hours at the window if possible.

- Interlibrary loan has started. Elizabeth is returning books to the lending libraries. Elizabeth expects ILL to pick up as patrons learn it is now available. She also is working on advertising the new books
- Discussions of returns in the pick up box so Elizabeth does not need to touch them at the pick up window.
- Discussion of a timeline for bringing on a sub to provide coverage if Elizabeth is unavailable.
- Trustees gave Elizabeth the okay to have the library cleaned regularly again given the new soft opening at the pick up window. She will let us know if the library requires extra cleaning hours.
- Elizabeth needs household cleaning wipes. Trustees are encouraged to pick them up if they see them at stores.
- The state will provide some hand sanitizer and a sneeze guard for when the library eventually opens.
- There may be an informal town wide garage sale day in July. If so, Elizabeth will explore whether book sale volunteers would feel comfortable selling books with assistance from the trustees. Set up would include a suggested donation box so there was no need to handle money.