

CHELSEA BOARD OF LIBRARY TRUSTEES- Meeting Minutes

July 13, 2020, 7 pm

Vie Zoom Conferencing

Attendance: Susan Morse, Phyllis Hayward, Elizabeth Morrison, Megan Campbell, Jessica Anderson

- 1) Call to Order - 7:05
- 2) Public Presentation and Comments – none
- 3) Adjustments to the Agenda- none
- 4) Reports
 - a. Action: Approval of Minutes for June- motion made by Phyllis to accept minutes
 - b. Action: Approval Treasurer's Report- Phyllis gave an updated treasurer's report, we discussed the idea of doing a fundraiser, and will discuss further in the future. Motion made by Megan to accept the treasurer's report
 - c. Librarian Report
 - i. Patrons have appreciated the window service
 - ii. Elizabeth attended the ALA conference in June
 - iii. We agreed that Elizabeth can research and purchase an inexpensive air conditioner if needed
 - iv. Elizabeth will reach out to other librarians to see what libraries around the state are doing for fundraising
 - v. Elizabeth will check in with the Friends about planning an outdoor movie night sometime soon
- 5) Old Business
 - a. Window Pickup update- covered in the librarians report
 - b. Book Sale decision- we will not pursue a book sale at this time
 - c. Supplies
 - i. Elizabeth is picking up a sneeze guard later this month
 - ii. There are plenty of gloves and disinfectant on hand at this time
- 6) New Business
 - a. Summer Reading- Elizabeth has done a lot of advertising for the summer reading program. Elizabeth will look into advertising at the farmers market and will reach out to Wendy at the school to email families about the reading program. We agreed that if Elizabeth chooses to, she can close the library on a Friday afternoon to set up a booth at the farmers market with the goal of signing up more summer reading participants.
 - b. Scheduling so Elizabeth can attend ALA "Director's Boot Camp"- If Deb is available to sub then she will operate the window while Elizabeth attends the conference. If Deb is not available then Elizabeth will close the window while she attends the conference
 - c. Further Review Reopening Policy and Procedures- Ways that we can assist Elizabeth in reopening

- i. We discussed the idea of opening for appointments only. We would require that visitors wear masks. Will look towards starting this on August 10th. We will inform the selectboard/ town clerk of our plans.
- d. Susan's Resignation-
 - i. Susan is resigning as of tonight's meeting
 - ii. We are all so thankful for Susan's leadership and dedication to the library during her time as a trustee and wish her the best!
 - iii. Megan will put together an agenda for our August meeting

7) Adjourn- 8:17pm

8) Future Meetings:

- a. August 10, 2020
- b. September 14, 2020
- c. October 12, 2020