

Meeting Minutes- November 14, 2022

CHELSEA BOARD OF LIBRARY TRUSTEES

Attendance: Megan Campbell, Phyllis Hayward, Veronica Golden, Kezia Frayjo, Mark Lembke, Suzanne Turner, Pam Keyser

- 1) Call to Order- 6:06pm
- 2) Public Presentation and Comments- none
- 3) Adjustments to the Agenda- move budgeting planning discussion to #5 to discuss with the treasurer's report
- 4) Approval of the Minutes for the October Trustee Meeting
 - a. Mark moved to approve the minutes from the October meeting and Suzanne seconded
- 5) Treasurer's Report
 - a. Phyllis gave an update on the state of the budget
 - b. Megan made a motion to approve the treasurer's report, Mark seconded
 - c. Phyllis took us through the projected 2023 budget
 - d. Board discussed funding options going forward. Kezia is going to look into the data for VT libraries more indepthly
 - e. Phyllis will make the adjustments we discussed to the proposed budget and will bring revised budget to next meeting
- 6) Librarian's Report
 - a. Veronica gave an overview of recent library statistics
 - b. Discussed updating/revising our "space use" policy to allow authors to sell their books at signings. Will revisit this topic at our next meeting
 - c. Palace app is a new ebook and audiobook app that Veronica will be helping patrons transition to
 - d. Discussed issues that have been arising with the

bathroom/toilet. Veronica will look into getting a hold of the selectboard bathroom policy

- e. We recently received a donation of books from the Norwich BookStore

7) 2023 Budget Planning and Approval (moved to #5)

8) Planning for Trustee Transitions and Approval of a New Library Trustee

- a. After serving for many years on the board Megan Campbell is stepping down. Mark made a motion to nominate Kezia Frayjo to the board, Phyllis seconded. We will request that she is able to begin acting as a voting member of the board immediately. Mark will move into the chair position until March, at which time he plans to resign from the board.
- b. December meeting is being moved from the 12th to the 5th to allow for a quorum of trustees to be present

9) Library Windows

- a. Veronica has compiled a list of repairs that will need to be made to the library windows in the near future. Mark will share this with the selectboard.

10) Bylaw Review- table for another meeting

11) Annual Appeal- letters and envelopes are ready to go out. Trustees and volunteers will help prep envelopes

12) Adjourn- 7:38pm

13) Future Meetings:

- a. **December 5, 2022**
- b. January 9, 2023
- c. February 13, 2023

