

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Monday, April 18, 2016 at 6:30 P.M.

Chelsea Public Library

MINUTES

1. Meeting was called to order at 6:33
2. Present: Kasey Peterson, Phyllis Hayward, Taylor Katz, Megan Campbell & Susan Morse.
3. Public Presentation and Comments
 - a. We received one more donation for Annual Appeal
4. Adjustments to the Agenda
5. Appointment of New Board Member
 - a. The Board is thrilled to welcome Megan Campbell as our new Board Member, and appreciate her willingness to offer her time, enthusiasm and knowledge to the library.
 - b. We would also like to thank Russ Martin for his many years of serving on the Board. He has been a tireless, steady and reliable Board Chair with whom we have all really enjoyed working. We will miss his knowledge, dedicated and robust energy and his good humor!
6. Reports
 - a. Minutes from March Meeting: Approved
 - b. Treasurer's Report: Approved
 - i. Have not yet received appropriations from the town
 - ii. Citizens Bank CD
 1. Phyllis contacted them to put earnings from the CD back into the account.
 2. Value of CD is \$1,100 and matures in May 2017, at which time we will decide whether to reinvest or not.
 - iii. We spent \$200 to have our security box at Mascoma opened as we have long lost the key.
 1. We decided to purchase a small safe box to keep at the library to store deeds and important papers.
 2. Megan will review papers from the box to appraise value and importance.
 - c. Librarian's Report- Tabled
7. Old Business
 - a. Scrabble Night
 - i. We will schedule our next and last Scrabble for the season on April 28th at 6:30 PM, after checking with Virgil to make sure library is free that night.
 - b. Floor Refinishing
 - i. We received two estimates for refinishing the library floors
 1. Brown Flooring: \$2370, which includes an additional coat for durability
 2. Valley Floors: \$2775 with additional \$350 for covering shelves and books with plastic, total \$3,125
 - ii. Susan will call Brown's for recommendations and to find out if their price includes covering books/shelves with plastic.

- iii. We will go with Brown's unless recommendations do not flush out.
 - c. Cleaning
 - i. Heather needs a list of seasonal cleaning tasks.
 - ii. Can we add cleaning keyboards once a week with bleach wipes onto the list, if it's not already there?
 - d. Summer Fun Day
 - i. We decided that we would not participate in this event.
 - e. Spring Book Sale/Plant Sale...is coming up soon!
 - i. It will be held May 7, Saturday from 9 to 1.
 - ii. Susan will contact Chelsea School to see if $\frac{3}{4}/5$ are interested in doing a bake sale
 - iii. Susan and Phyllis will meet to organize sale and arrange plants with Abby at Piermont Plant Pantry.
 - f. Logo Contest
 - i. Kasey and Susan will meet via phone to launch the Logo Contest.
 - ii. It should go out soon in order to meet June deadline.
- 8. New Business
 - a. Municipal Library Status
 - i. Megan will find out exactly what state statutes mandate as far as who handles our bills and payroll and to be followed up with further discussion at our next meeting.
 - b. Personal Information Security
 - i. Library needs a lockable filing cabinet to file important/confidential papers
 - ii. Follow up with Virgil to find out if there is a key to the present filing cabinet.
 - c. Upcoming Performance Review
 - i. Virgil's performance review is in June
 - ii. We want to create another form to follow, as we were not happy with the one we used last year.
 - iii. Does Russ have a job description for Virgil's job? Kasey will find out.
 - d. Fundraising Ideas
 - i. We are all set for fundraisers for the year! Phew!
 - e. Little Free Library
 - i. Taylor will pursue whether Eric is interested in building LFL's with his shop students!
- 9. Next Meetings will be:
 - a. May 9, 2016
 - b. June 13, 2016
 - c. July 11, 2016
- 10. Agenda for our next meeting
 - a. Performance Review Form
 - b. Follow Up on State Statues for handling finances
 - c. Floor Refinishing
 - d. Plant Sale Results
- 11. Meeting was adjourned at 8:00 PM

*Respectfully Submitted by Susan Morse
April 19, 2016*