

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Monday, February 8, 2016 at 6:30 P.M.

Chelsea Public Library

MINUTES

1. Meeting called to order at 6:30 PM.
 - a. Present: Russ Martin, Kasey Peterson, Phyllis Hayward, Virgil Fuller and Susan Morse.
2. Adjustments to the Agenda
3. Correspondence - None
4. Public Comments - None
5. Reports
 - a. Secretary: Moved and seconded to approve minutes from January 11, 2016
 - b. Treasurer's Report : Moved and seconded to approve the Treasurer's Report
 - c. Librarian's Report
 - i. Vermont Library Delivery started January 25. There will be a drop off/pick-up on Wednesdays, which will eliminate the need to mail books for interlibrary loans and is projected to save us money.
 - ii. Saturday Story Time is going well
 - iii. Annual Appeal: There have been 76 donations, averaging \$83/donation and totaling \$6,774 thus far.
 - iv. Copy/Fax/Print: In January we took in \$55.95. Virgil is keeping track to see if charges cover expenses of ink and paper.
 - v. Town Meeting Handout: Virgil has prepared an informative ½ page handout highlighting some key numbers from 2015.
6. Fundraising
 - a. Valentine's Day Cookie & Cookbook Sale
 - i. Saturday, February 13 there will be a sale of cookies and cookbooks in the TH lobby from 10 AM to 12 PM. We are too late for the VNews Calendar but have posted in Front Porch Forum and this week's Herald.
 - b. Annual Appeal
 - i. We sent out 600 appeal letters, fewer than last year, and have brought in a bit more for this year, \$6,774.
 - i. Business List - \$1,330, up from last year
 - ii. Chelsea List - \$2,229, down a bit
 - iii. Out of Town List - \$2,845 - about the same
 - iv. Patrons - \$370
 - v. A large percentage of patron's letters was returned. Virgil is going to update the list to verify addresses of patrons.
7. Citizen's Bank
 - a. We received a letter saying our account is inactive and that we need to come in as our CD has expired. Phyllis will go in to sort this out. We also need to look into what to do with the CD.
8. 2015 Budget Review
 - a. Would a salaried position for Virgil make for a more fixed budget? We will look into this and consider before June renewal of contract.
9. Logo Contest

- a. Kasey will spearhead a Logo Contest to replace our present logo. More information to be forthcoming.
- 10. Scheduling
 - a. What happened on Scrabble Night? We were double booked. Susan and Virgil were in touch immediately and figured out hole in communication, to be remedied for next time and further scheduling engagements.
- 11. Refinishing Floors
 - a. Hopefully we will refinish late August, during a lull in the library.
 - b. Susan and Phyllis will look into possible floor refinishers and get bids.
 - c. Susan called Karen and her opinion is that for such a small amount, it would not be necessary to put it out for bid by public notification. We can further check library bylaws about that.
- 12. Cleaners
 - a. The torch may be passed from Kayleigh to Heather Peterson.
 - b. It was agreed to keep the rate at \$25 per week.
 - c. Virgil will create a list of weekly duties.
 - d. When there is a special big job, perhaps seasonally, we will negotiate an increase for that specific task if deemed necessary.
- 13. Town Meeting
 - a. Taylor's position is up for revote. We will enthusiastically nominate her to continue as trustee!
- 14. Storage Unit
 - a. There are funds to purchase a storage unit for art supplies.
- 15. Future Meetings
 - a. March 14, 2016
 - b. April 11, 2016
 - c. May 9, 2016
- 16. Meeting adjourned at 8:30

Respectfully Submitted by Susan Morse
February 9, 2016