

## CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Monday, January 11, 2016 at 6:30 P.M.

Chelsea Public Library

### MINUTES

1. Meeting called to order at 6:30 PM.
  - a. Present: Kasey Peterson, Phyllis Hayward, Virgil Fuller and Susan Morse.
2. Public Presentation and Comments – None
3. Adjustments to the Agenda – None
4. Correspondence – None
5. Reports
  - a. November Minutes – Moved and seconded to approve minutes
  - b. Treasurer’s Report – Moved and seconded to approve treasurer’s report
    - i. We are over budget by \$2,124.37, however, we are in the black by \$6,646.84 due to fundraising efforts throughout the year.
    - ii. We need pay \$250 to access items in safe deposit box due to misplaced key.
  - c. Librarians Report
    - i. November Report
      1. EC Fiber installed December 9 and going well. We may need a new router.
      2. DVD cleaner purchased at sale price of \$599 (\$300 off reg. price)
      3. Toni received annual review on December 3. She received a salary increase, as reflected in our budget.
    - ii. December Report
      1. New Chairs – Virgil bought 6 new beautiful, rugged (used) chairs from the Waterbury Library for \$180
      2. Inter-Library Loan Delivery will start January 25<sup>th</sup>. Delivery/pick up will be once a week at a cost of \$390 per year.
6. Old Business
  - a. Silent Auction
    - i. We netted \$3,420
    - ii. Yes for next year, but consider doing every other year in subsequent years, to avoid asking donors too many times
    - iii. Good to do in conjunction with Holiday Farmer’s Market to help each other attract participants.
    - iv. Hopefully will be easier next time around, with systems in place and process understood.
  - b. Annual Appeal
    - i. Doing it differently this year.
      1. Last year, we sent 1,550 letters: 700 out of town and 800 on the Chelsea grand list.

2. This year, we sent 738 letters: 483 letters to patrons (150 returned), 200 to previous donors and 55 to businesses
      - ii. It appears that we are receiving the same amount of donations this year as previous years.
      - iii. Phyllis will get a more exact figure on year-to-year comparison.
      - iv. Virgil will review patrons list of addresses to update list/info.
    - c. Mascoma Foundation Grant
      - i. We applied for a grant for \$4,450 to cover costs of advertising for Silent Auction, purchasing 6 new wooden chairs for the round table and for refinishing the floors of the library in the spring/summer.
      - ii. We received an amount of \$2,500. Huge thanks to Mascoma Bank!
7. New Business
  - a. Book Club – tabled
  - b. Scrabble Night
    - i. Our first Scrabble night will be January 21, Thursday at 6:30 PM at the library.
    - ii. We will provide snacks.
    - iii. We will consider a monthly event through to April, depending on turn out and enthusiasm of first event.
  - c. Cook Book Sale
    - i. As a Valentine’s Day celebration, we thought about having a cookbook and cookie sale at the library Saturday, Feb. 13 from 10-12 AM, possibly with coffee served as well.
    - ii. We will review this idea and organize further at our next meeting.
8. Agenda for our next meeting
  - a. Valentine’s Day Celebration, February 13<sup>th</sup>
  - b. Refinishing floors
  - c. Cleaners
9. Next Meetings
  - a. February 8, 2016
  - b. March 14, 2016
  - c. April 11, 2016
10. Meeting adjourned at 7:45 PM

Respectfully Submitted by Susan Morse  
January 12, 2016