

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Monday, July 13, 2015

6:30 P.M.

Chelsea Public Library

Minutes

1. Called to order at 6:30
 - a. Present: Russell Martin, Phyllis Hayward, Virgil Fuller, Susan Morse, Taylor Katz, Kasey Peterson
2. Adjustments to the Agenda –Add Tech Plan Approval
3. Correspondences – none
4. Public Comments – none
5. Reports
 - a. Secretary
 - i. Kasey moved and Taylor seconded to approve minutes from June
 - b. Treasurer
 - i. Phone bill \$80/month and internet \$59/month. Phyllis will look into cheaper options with ECFiber, Charter, Comcast and Fairpoint
 - ii. Susan moved and Kasey seconded to approve Treasurer's report
 - c. Librarian
 - i. Circulation up for June (total of 1,225)
 - ii. Toni has 26 participants in the Summer Reading Program
 - iii. Thanks to Rebecca Mattoon, who is participating in the VSA Vermont program: Start with the Arts, for our current art show. All the art work is done by children from her daycare.
 - iv. Virgil will set up a time to train library volunteers. He will also set up a time to train trustees to run the library in the event of a late opening or a last minute need for a sub.
 - v. Virgil and Toni are fine tuning their hours to reduce Virgil's hours by 3 hrs/week and to make sure they have some overlap time each week to check in with each other.
 - vi. Four people have come in to visit as part of the VLA's Passport Program.
6. Fundraising
 - a. Book Sale Review
 - i. Made \$841 (last year \$771)
 - ii. Sold about ½ of the books, there were 1/3 the usual amount of fiction donated, sent 30 boxes of unsold books to Better World Books.
 - iii. Suggestions for next year:
 1. More young, strong volunteers to carry books downstairs!
 2. Give all unsold books to Better World to avoid carrying them BACK upstairs.
 3. Have some other activity to attract more people into the Town Hall – food?
 4. Two tables of books outside by ramp to entice lookers to come into the TH.
 5. Advertise more
 6. Make 6' banner to hang outside on ramp. Put it up early in week.
 7. Raise price of books.
 8. Give out free pencils – with "Chelsea Reads" printed on them.
 - b. September Fundraiser
 - i. September 12th (Town Hall reserved Friday and Saturday)
 - ii. Just do plant sale (mums) and book sale (selected fiction) and food (?)
 - iii. All outside under a tent(s)
 - iv. Phyllis, Russ and Susan on the committee.
 - c. Silent Auction

- i. Do Silent Auction same day as the Holiday Farmer's Market in November in the gym.
 - ii. Committee meeting on July 20, Monday at 6:30 to start organizing.
- 7. Old Business
 - a. Database Update
 - i. System for Address Updates
 - 1. Personalize annual appeal letters to more specifically address...
 - a. Businesses
 - b. Those who have given in the past
 - c. Those who have not given in a while
 - d. General letter to all others
 - ii. Thank You Notes System
 - 1. Susan will keep track of thank you notes that are sent.
 - 2. All can share task of writing them.
 - b. Tech Plan – moved and seconded to approve the tech plan.
- 8. New Business
 - a. New Location of Library
 - i. Discussion opened again about considering Will's Store for relocation of library.
 - ii. Suggested that we reactivate the Building Committee to study options and feasibility of expanding vs new space. Virgil will follow through on this.
 - b. Little Free Library – tabled
 - c. Winter Book Club – tabled
 - d. Scrabble Club – tabled
 - e. Story Telling Contest for Kids – tabled
- 9. Future Agenda Items
 - a. Phone/Internet Price comparisons
 - b. Update on Fundraising
 - c. Review system for address updates
- 10. Future Meetings
 - a. July 14, 2015 – Special Evaluation Meeting
 - b. July 20, 2015 – Fundraising Meeting
 - c. August 10, 2015
 - d. September 14, 2015
 - e. October 12, 2015
- 11. Adjourned at 8:30

Submitted by Susan Morse
July 13, 2015