

Chelsea Public Library
Board of Trustees
November 29, 2016
Minutes of Meeting – Approved

1. Call to Order: The meeting was called to order at 6:10 P.M. by Vice Chairperson Edward Mulkern.
2. Roll Call: At Roll Call, the following attended: Vice Chairperson Edward Mulkern, Clerk Maura Garrity, Lisa Santagate and Margaret Carsley. Robert Accomando, George Ostler and Alexandria Christmas were excused. Director Sarah Gay was also in attendance.
3. Approval of Minutes of Previous Meeting: On a motion made by Lisa Santagate and seconded by Margaret Carsley, the minutes of the October 28, 2016 meeting were accepted as submitted.
4. Communications: None.
5. Report of Library Director: The Director reported on the following:
 - A. All invoices received were found to be in order and paid since the last meeting.
 - B. Holiday hours are in effect for Christmas and New Year. The City Manager has requested that the Library be closed on Christmas Eve and New Year's Eve. The Library will also be closed on the holidays and following Mondays.
 - C. Bunker Hill Community College (BHCC) is moving locations. The Library is concerned regarding the possible loss of monies generated from BHCC renting space. This money is used to fund 2 part-time positions.
 - D. The Library's Action Plan for the Strategic Plan was completed and submitted today.
 - E. Chelsea Reads event in early November was successful. Different modes of advertising were discussed. Expand School Flyers/Notification to include charter, and parochial schools, advertising in Spanish papers, radios, and exploring other means of communication.
 - F. The LSTA Grant was set up and it is believe that the Library can start scheduling and advertising.
6. Unfinished Business: None.
7. New Business: None.
8. Ongoing Business
 - A. Discuss parameter of funding of professional development and annual budget.
 - B. How to support Friends of the Library.
 - C. Look into the Amazon donation options for the Friends of the Library.
 - D. Review draft library policies.
 - E. Director Gay will have the City Solicitor review the drafted smoking policy for the library.
 - B. Vote on the policy regarding CIPA.

9. Date of Next Meeting: The next board meeting has been tentatively scheduled for Tuesday, January 24, 2017.
10. Adjournment: On a motion made by Lisa Santagate and seconded by Margaret Carsley, the meeting adjourned at 6:27 P.M.

Respectfully submitted,
Maura Garrity, Clerk