

Chelsea Public Library
Board of Trustees
November 28, 2017
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:06 P.M. by Acting Chairperson Beth Novak.
2. Roll Call: At Roll Call, the following attended: Acting Chairperson Beth Novak, Acting Vice Chairperson Monica Elias, Clerk Maura Garrity, Lisa Santagate. Alexandria Christmas arrived late. George Ostler was excused. Director Sarah G. Jackson was also in attendance.
3. Approval of Minutes of Previous Meeting: On a motion made by Acting Vice Chairperson Monica Elias and seconded by Lisa Santagate, the minutes of the October 24, 2017 meeting were accepted as submitted.
4. Communications: The trustees have agreed that the minutes will be emailed prior to meeting for review and comment. All have agreed that each will respond to the minutes via email and provide any comments. A copy (1) of the draft minutes will be available at the meeting for further review, if needed.
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. Director Gay provided a copy of the Chelsea Public Library Collection policy to the Trustees for their review. Examples of current policies for libraries can be found: <http://guides.masslibsystem.org/mapolicycollection/collectiondev>
 - C. Building Update: The DPW is continuing the work of painting the interior of the Library.
 - D. Upcoming events are: Zumba, Kodu games, NASA timeline shop, and Conversation Circle.
 - D. Chelsea Reads: 11/4/2017, 11am to 2pm. was well attended. Approximately 783 attended and 403 bags were issued. The Library thanks all of those who volunteered which led to the success of the event.

A wrap-up meeting was held to discuss what worked and what did not. One issue that is being considered for further discussion is the distribution of books and what makes the most sense.
6. Unfinished Business: Nomination of officers for the Library Board will be conducted in the new year.
7. New Business: Interviewing new board member applicant.
8. Ongoing Business
 - A. How to support Friends of the Library.
 - B. Review draft library policies.
9. Date of Next Meeting: The next board meeting has been tentatively scheduled for Tuesday, January 23, 2018.

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10. Adjournment: On a motion made by Alexandria Christmas and seconded by Lisa Santagate, the meeting adjourned at 6:58 P.M.

Respectfully submitted,
Maura Garrity, Clerk