

Chelsea Public Library
Board of Trustees
September 26, 2017
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:12 P.M. by Beth Novak
2. Roll Call: At Roll Call, the following attended: Beth Novak, Lisa Santagate, Monica Elias, Alexandria Christmas, and Director Sarah Jackson. George Ostler and Maura Garrity were excused.
3. Approval of Minutes of Previous Meeting: On a motion made by Lisa Santagate and seconded by Monica Elias, the minutes of the June 27, 2017 meeting were accepted as submitted.
4. Communications: Director Jackson presented the poster advertising the Boston Book Festival 2017, being held on 10/28/17. No other communications.
5. Report of Library Director: The Director reported on the following:
 - A. All invoices received were paid to date.
 - B. There needs to be an Emergency Vote now for Acting Chair, Acting Vice Chair as some items need to be signed for the State. Official annual nominations will take place in January and be voted on in February. Reminder that there is no meeting in December. Role of the Chair: directs the agenda, calls for a vote, keeper of minutes, records, communication, and signs appropriate paperwork. Role of the Vice Chair: to back up the Chair. Acting Chair: Beth Novak; Acting Vice Chair: Monica Elias.
 - C. Children's Department programming update: Talked about the successes and concerns of the Solar Eclipse Viewing Party
 - D. Adult Programming Update: Jeannette Velez holds Zumba paid by the Friends of the Library. Will be the second Monday of the month beginning in November. Adult coloring will be every month now. ESL Conversation Circles will restart in October.
 - E. Building Update: Most of the lighting work is complete and looks great, especially at night. Fidel Maltez, the Building and Grounds Supervisor, has been proactive with cleaning and building maintenance. The City secured a purchase order for the restoration of the dome. Previously the stop-gap fixes were to put up a tarp, caulking and now actually fixing the dome as an architect as inspected.

DPW cleans the inside of the library to dust ceilings.

The library is exposing more electric outlets and has purchased desk-mounted chargers.
 - F. Budget Update: The Library is hiring 2 part-time Library Assistants now that we are open 9am-5pm on Saturdays. It is tough on scheduling evenings and lunches.
 - G. Chelsea Reads will be held on November 4, 2017. There should be a subcommittee for next year to look at: book bags, books, asking for donations,

and raffles. The Dockside fundraiser will be held on October 16 from 12-9. The Director is asking the Trustees to assist with raffles. There is not enough time to solicit prizes for the raffle. Beth suggested to add on next year's agenda, perhaps in May. Alexandria Christmas suggested a 50/50 raffle as a quick raffle. We have in excess of 400 bags from last year, so plenty to distribute. We should solicit feedback from those who attended and didn't get a bag. Star Wars character may not come due to a scheduling conflict. Lisa Santagate suggested that we need to update the banner, perhaps "Nation Literacy Month: Presenting Chelsea Reads." Monica Elias will ask her sister if she can donate her time to do the graphic design. It was suggested to try Mystic River Printing Service as a new printing vendor. Sarah stated any new vendor must be set up with the City and she will contact them for their info and start the process. We would then need to review with the Planning Committee and think about the timing.

- H. Network Update: The City of Boston is updating their website and will make access to services more streamlined. The Chelsea Public Library will update the website and Overdrive and "Libby" access.

- 6. Unfinished Business: What is the status of the Friends of the Library and donations? Monica Elias what the Friends were and Lisa Santagate explained. The Annual Meeting of the Friends is scheduled for some time in October.

- 7. New Business: No new business

- 8. Date of Next Meeting: The next board meeting has been tentatively scheduled for Tuesday, October 24, 2017.

- 9. Adjournment: On a motion made by Beth Novak and seconded by Lisa Santagate, the meeting adjourned at 7:12 P.M.

Respectfully submitted,
Alexandria Christmas, Acting Clerk