

Chelsea Public Library  
Board of Trustees  
February 27, 2018  
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:09 P.M. by Acting Chairperson Beth Novak.
2. Roll Call: At Roll Call, the following attended: Acting Chairperson Beth Novak, Clerk Maura Garrity, Lisa Santagate, Alexandria Christmas. Director Sarah G. Jackson was also in attendance. Acting Vice Chairperson Monica Elias arrived to meeting at 6:19 P.M.
3. Approval of Minutes of Previous Meeting: On a motion made by Alexandria Christmas and seconded by Lisa Santagate, the minutes of the January 23, 2018 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. Building Update: The DPW painting is almost done except in the hallway. The Dome project is expected to start in April/May 2018. The exterior lighting has been upgraded.
  - C. Children's Department Update: See below
  - D. Budget Update: None
  - E. Adult Program Update: The Conversation Circle's second Teacher funding has been used. Funding for the other teacher is being used for a class each week for 10 weeks during the evening.
  - D. Upcoming events are: Read, Sing, Play; Baby Lapsit; DIA Family Book Club, Lego Club; Harvard Museum of Natural History
6. Unfinished Business:
  - A. The Trustees have agreed to table once more the nomination of officers for the Library Board until the Trustees are appointed and approved by the City Council in March.
  - B. Due to schedule conflicts, the Trustees have agreed to the delay in the review and drafting of the Chelsea Public Library Collection policy. Beth Novak will contact the trustees for review and revision of the policy.
  - C. A motion was made by Lisa Santagate and seconded by Beth Novak to vote on the funding request made by Children's Librarian Martha Bokensbaum for the 2018 children's programming, a budget of \$2,000. All trustees were present, and a vote was taken. The trustees have approved the funding for the 2018 children's programming.

7. New Business:
  - A. The trustees have tentatively scheduled the following meetings: March 27, April 24, May 22, and June 19, 2018. Additional meeting dates will be determined in June 2018.
8. Ongoing Business
  - A. How to support Friends of the Library.
  - B. Review draft library policies.
  - C. Update the funding sheet from the bank.
  - D. Schedule a meeting with the new City Treasurer when the position is filled.
9. Date of Next Meeting: The next board meeting has been tentatively scheduled for Tuesday, March 27, 2018.
10. Adjournment: On a motion made by Beth Novak and seconded by Lisa Santagate, the meeting adjourned at 7:08 P.M.

Respectfully submitted,  
Maura Garrity, Clerk