

Chelsea Public Library
Board of Trustees
September 25, 2018
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:06 P.M. by Chairperson Beth Novak.
2. Roll Call: At Roll Call, the following attended: Chairperson Beth Novak, Vice Chairperson Monica Elias, Clerk Maura Garrity, Lisa Santagate, Krissy Byrnes, and Isabel Garcia. Director Sarah G. Jackson was also in attendance. Alexandria Christmas arrived to meeting at 6:30pm.
3. Approval of Minutes of Previous Meeting: On a motion made by Krissy Byrnes and seconded by Lisa Santagate, the minutes of the June 19, 2018 meeting were accepted as submitted.
4. Communications: The Trustees met a few times over the summer to discuss and review the Collection Policy and Chelsea Reads.
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: Ongoing improvements made. Circulation desk will be installed soon. The Handicap Door was installed over the summer. The Handicapped parking spaces were put back by the City.
 - C. Children's Department Update: The schedule of planned events is on the Library website. Children's Librarian Martha Boksenbaum has been planning the Chelsea Reads event. Children's Librarian Martha Boksenbaum announced she is leaving the Library on October 19, 2018. A job description has been submitted for review for the Children's Librarian position and once approved by the union it will be posted.
 - D. Budget Update: Part I of the 2019 State Aid Annual Report Information Survey (ARIS) was submitted. Part II, financing, is due October 15, 2018.
 - E. Adult Program Update: None.
 - F. Upcoming events: Please go to the City of Chelsea Public Library website - **<https://www.chelseama.gov/node/121/events/month/2018-06>**
 - G. Policies: A draft of the Collection Policy has been distributed to the Trustees for review and comment.
 - H. Misc: Bruce Mauch of Friends of the Library has agreed to attend the next Library Trustee meeting on October 23, 2018 at 6pm to meet the new Trustees and discuss the function of the Friends of the Library.
6. Unfinished Business: None.
7. New Business:
 - A. Due to the City Hall Budget procedures and the schedule availability of the performer, Children's Librarian Martha Boksenbaum was unable to use \$455.00

of the monies allocated by the Trustees in FY2018 to pay for the performance Jenny the Juggler for the fall program. Children's Librarian Martha Boksenbaum has requested that the Trustees approve the reallocation of the \$455 for Children's programs. A motion was made by Krissy Byrnes and seconded by Monica Elias that the trustees have agreed to vote during the October 23, 2018 meeting. This motion carried.

- B. Some programs in the City that have ceased are now being picked up by the Library. Additionally, the Library is looking at other means of support for the community such as providing free Wi-Fi, etc. Trustees discussed the need of more monetary support from the City of Chelsea.
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.
9. Date of Next Meeting: The next board meeting has been tentatively scheduled for Tuesday, October 23, 2018.
10. Adjournment: On a motion made by Lisa Santagate and seconded by Monica Elias, the meeting adjourned at 7:02 P.M.

Respectfully submitted,
Maura Garrity, Clerk