

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

1. Call to Order: The meeting was called to order at 6:00 P.M. by Chairperson Beth Novak.
2. Roll Call: At Roll Call, the following attended: Chairperson Beth Novak, Vice Chairperson Monica Elias, Lisa Santagate, and Krissy Byrnes. Director Sarah G. Jackson was also in attendance. Clerk Maura Garrity, Isabel Garcia, and Alexandria Christmas were excused.
3. Approval of Minutes of Previous Meeting: On a motion made by Krissy Byrnes and seconded by Lisa Santagate, the minutes of the October 23, 2018 meeting were accepted as submitted.
4. Communications: None.
5. Report of Library Director: The Director reported on the following:
 - A. There were no new invoices this month.
 - B. Building Update: Ongoing improvements made. The City has completed the painting of the circulation desk area. The painting of the stairwell will be completed in the Spring. The library is still waiting for the new circulations desk to be installed.
 - C. Children’s Department Update: We are still looking for a new Children’s Librarian. To date the city has received multiple applications from applicants that meet or exceed the minimum requirements. The director has narrowed down the list to several candidates that meet the minimum requirements. To date there have been no 2nd interviews scheduled by HR and applicable department heads. The director was advised that she should interview all Chelsea residents regardless of their qualifications.
 - D. Budget Update: None.
 - 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>**
 - G. Policies: A motion was made by Beth Novak to carry the policy approval to the next meeting in January. The motion was seconded by Kristina Byrnes.
 - H. Misc:
 1. Patrice Montefusco, the City Treasurer, answered questions about the Trustee’s money account. The money in the account rolls over every year and there is interest earned every month. The Treasurer offered to print out or email the account detail every month for the Trustees to review.
 2. The Friends of the Library received \$15,000 from the Moses Foundation. The Library Board will brainstorm some possible programs.

3. The Library Board has two appointments whose term is up in March. The City Manager said that we have to advertise all open appointments.

6. Unfinished Business:

A. The approval/endorsement of the Library Collections Policy by the Board. A motion was made by Beth Novak and seconded by Krissy Byrnes to carry the policy approval to the next meeting in January. The motion carried.

7. New Business: None

8. Ongoing Business

A. Continue to evaluate how to support Friends of the Library.

B. Review draft library policies.

C. Trustees will continue to discuss the need of more funding from the City of Chelsea for the Library's additional programs that meet the needs of residents.

D. Chelsea Reads: After the director meets with the Chelsea Reads board, she will give an update on attendance, CBO, number of backpacks given out, and overall impressions.

9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, January 22, 2019

10. Adjournment: On a motion made by Lisa Santagate and seconded by Monica Elias, the meeting adjourned at 7:02 P.M.

Respectfully submitted,
Krissy Byrnes