

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

1. Call to Order: The meeting was called to order at 6:04 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, Krissy Byrnes, and Isabel Garcia. Director Sarah G. Jackson was also in attendance. Alexandria Christmas arrived to meeting at 6:10 P.M.
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 February 27, 2018 meeting were accepted as submitted.
4. Communications:
  - A. Acting Chairperson Beth Novak reported that she has received the second half of the State Aid Grant FY18 Public Library Award of \$24,409.75. The Library has received in FY18 a total of \$48,819.50 from ALA.
  - B. Director Jackson has welcomed new Trustees Isabel Garcia and Krissy Byrnes to the Library. The Library has a full board for the first time in many years.
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 DPW assisted the Library with clearing out the backroom.
  - C. Children's Department Update: None.
  - D. Budget Update: Submitted FY19 Library Budget to Luis Prado, Director of Health & Human Services for review. He reviewed the budget, did not remove any funding requests, and has forwarded it to the City Council for review and approval. City Council hearing will be scheduled sometime in April 2018.
  - E. Adult Program Update: Birds of Prey is being opened to teens and adults on 4/7/2018 at 2:30p. A citizen workshop is on 4/5/2018
  - D. Upcoming events are: Lego Club, ESL Circle, Wingmasters For Children, Wingmasters For Adults, Teddy Bear Picnic, Week Of The Young Child Storytime, DIA Family Book Club, B-Earth Day Party, Make Your Own Slime.
  - E. Policies: Director Jackson has provided a copy of the draft of the Collection Development Policy.

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6. Unfinished Business:

- A. Acting Chairperson Beth Novak will schedule a sub-committee for discussion and revision of the draft of the submitted Collection Development Policy.
- B. Acting Chairperson Beth Novak will contact Bruce Mauch of Friends of the Library to invite him to a Library Trustee meeting in May or June to meet the new Trustees and discuss the function of the Friends of the Library.

7. New Business:

- A. The Library Board is now a full board and moved forward on the nominations of the Chair, Vice Chair and Clerk. The responsibilities and duties for each position was provided by Director Jackson. Approval of the nominations below will take place at the next scheduled meeting.
  - 1. Chair. A motion was made by Alexandria Christmas and seconded by Maura Garrity to nominate Beth Novak to Chair. No other nomination was presented. Beth Novak accepted the nomination.
  - 2. Vice Chair. A motion was made by Alexandria Christmas and seconded by Lisa Santagate to nominate Monica Elias to Vice Chair. No other nomination was presented. Monica Elias accepted the nomination.
  - 2. Clerk. A motion was made by Monica Elias and seconded by Lisa Santagate to nominate Maura Garrity to Clerk. No other nomination was presented. Maura Garrity accepted the nomination.

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, April 24, 2018.

10. Adjournment: On a motion made by Beth Novak and seconded by Lisa Santagate, the meeting adjourned at 7:04 P.M.

Respectfully submitted,  
Maura Garrity, Clerk