

Chelsea Public Library
Board of Trustees
January 28, 2020
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:03 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, Alexandria Christmas, and Krissy Byrnes. Director Sarah G. Jackson was also in attendance. Isabel Garcia was 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 22, 2019 meeting were accepted as submitted.
4. Communications: Director Jackson reported the Library has been issued the first half of the State Aid to Public Libraries Award in the amount of \$29,761.78. The second half will be issued by the last quarter of FY2020.
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 boiler was replaced, and new air conditioning system was installed.
 - C. Children's Department Update: The new schedule will be posted shortly. Storytime has resumed.
 - D. Budget Update: None.
 - E. Adult Program Update:
 1. The adult events:
 - (i) Thursday, April 9 at 6pm, Food in 15 Minutes Feast.
 - F. Upcoming events: Please go to the City of Chelsea Public Library website
 - <https://www.chelseama.gov/node/121/events/month>
 - City of Chelsea Public Library Face Book page
 - <https://www.facebook.com/chelseamapubliclibrary/>
 - G. Policies: Video policy was updated and implemented.

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H. Misc.:

1. Grant for Roving archives has been approved. The grant is approved for an archivist one full day to review, then report, and follow up information regarding the Library's archives. This work will assist with applying for and receiving other grant funds.
 2. The meeting for Strategic Planning was held on December 10, 2019. Next meeting will be scheduled sometime after March 2, 2020.
 3. A new Friends of the Library letter for support is being prepared to be sent out soon.
 4. Wireless ports and infrastructure is being installed at the Library.
 5. \$5,000 for computer equipment will be purchased and installed once the wireless work is finished.
6. New Business:
- A. A need for after school tutoring was identified and discussed.
7. Unfinished Business: None.
8. Ongoing Business
- A. Continue to evaluate how to support Friends of the Library.
 - B. Adult events to be announced. The dates have not yet been set.
 - i. Saturday movies for adult.
 - ii Adult coloring.
 - iii. Adult game night.
 - iv. Book club.
9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, February 25, 2020.
10. Adjournment: On a motion made by Lisa Santagate and seconded by Monica Elias, the meeting adjourned at 6:57 P.M.

Respectfully submitted,
Maura Garrity, Clerk

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