

Chelsea Public Library
Board of Trustees
May 26, 2020
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:01 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 February 25, 2020 meeting were accepted as submitted.
4. Communications: Beth Novak received a letter from the Massachusetts Board of Library Commissioners saying that the library received the second half of the State Aid to Public Libraries Grant totaling \$30,633.90 bringing the total of both installments to \$60,395.68.
5. Report of Library Director: The Director reported on the following:

A. Library is not open. Director Jackson has sent out a phased reopening plan which is not set in stone and likely will change. There will be four phases with the reopening and these do not necessarily line up with the Governor's phased reopening plan. The first phase will likely just be curbside pickup and the building will remain closed to the public as will the public restrooms, the Children's department and the auditorium. The library will see how City Halls reopening works and will adopt changes from that plan as well as other libraries throughout the state. There are questions about security, quarantining items, staffing, summer reading etc. Monica Elias asked if staff will be trained in security (such as taking temperatures of patrons) and Director Jackson said they will not be doing that. Monica Elias and Alexandria Christmas asked about how the library could do curbside pickup and having a table at the front entrance to assist patrons. There may be a set amount of time for Vulnerable Populations to get materials. Materials will be mailed to people at no charge.

Director Jackson has asked the Board to consider spending \$2500 from the Trustee fund to purchase books to be given away for free to children. Distribution methods were discussed at length. Director Jackson and the Board will have more ideas at the next meeting.

The idea is to use the funds to purchase Summer Reading books to be distributed at the library as opposed to Food Distribution lines. It will be advertised by the Library and possibly with the school's summer reading recommendations.

Beth Novak motioned to vote to use Trustee funds to support summer reading or summer virtual programming at the next meeting and Krissy Byrnes seconded.

Lisa Santagate asked if the State Aid formula will be changed due to Covid 19 and Director Jackson said yes, the formula and requirements have been changed for FY20 but that FY21 has not been decided yet.

- B. Building Update: None.
- C. Children's Department Update: The Children's department is closed and staff have been doing virtual activities.
- D. Budget Update: Budget has been submitted level funded.
- 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>
 - City of Chelsea Public Library Face Book page
 - <https://www.facebook.com/chelseamapubliclibrary/>
- G. Policies: None.
- H. Misc.: Beth Novak and Alexandria Christmas attended the virtual statewide Trustee meeting and found it very useful and liked the format as it was easier to attend virtually. They got ideas and insight on the roles and responsibilities of Trustees and how to assist building morale, fundraising and virtual activities. They also were given information on disproportionate cuts, budgets and hours.

6. New Business: None.

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, June 16, 2020.

APPROVED
JUN 22 2020
CITY OF CHELSEA
PUBLIC LIBRARY

May 26, 2020

Page 2

- 10. Adjournment: On a motion made by Lisa Santagate and seconded by Monica Elias, the meeting adjourned at 7:08 P.M.

Respectfully submitted,
Maura Garrity, Clerk

7:08 P.M.
MAY 26 2020