

Chelsea Public Library
Board of Trustees
November 24, 2020
Minutes of Meeting – APPROVED January 26, 2021

1. Call to Order: The meeting was called to order at 6:11 P.M. by Chairperson Beth Novak.
2. Roll Call: At Roll Call, the following attended: Chairperson Beth Novak, Clerk Maura Garrity, Lisa Santagate, Alexandria Christmas, and Krissy Byrnes. Director Sarah G. Jackson was also in attendance. Vice Chairperson Monica Elias 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 updated October 27, 2020 meeting were accepted as submitted.
4. Communications: None
5. Report of Library Director: The Director reported on the following:
 - A. Invoices: Invoices are being paid as submitted.
 - B. Building Update: The building is still closed to the public and the City is uncertain when it will reopen. The Library is following what is being done in other cities such as Boston. Currently letting people into the Lobby to pick-up because of the cold weather.
 - C. Budget: No updates.
 - D. The city Children’s Department update:
 1. Virtual bi-weekly Storytimes are continuing.
 - E. Chelsea Reads
 1. Chelsea Reads is winding up.
 - o Interactive zoom on 11/23/2020 with an author. There were many participants; however, the meeting was “zoom bombed” and there was inappropriate behavior by a few attendees. The Library quickly stopped the behavior. The Library has now changed internal policy and pre-registration will be required for live events going forward. Attendance was approximately 45 children.
 - o Craft kits still being sent out. The bookbags are also being sent upon request.
 - 80 backpacks were issued last Friday and Saturday.
 - o Facebook engagement has increased over the last 2 months with Chelsea Reads.

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F. Upcoming events: None on calendar.

G. Policies: None.

H. Misc.:

1. The library has received 50 hotspots that have been paid out of the planning and development grant.
 - o 25 are reserved for library patrons. The hotspots can be loaned for 3 weeks.
 - o 25 are reserved for work force development. The hotspots can be on loan for the length of the class.
 - o There is a filter on the hotspot.
 - o Library has written policy on use.
 - o Library can turn off the device if not returned.
 - o Ordered 50 Dell Laptops and do not expect them until early 2021 for patrons and workforce development. Approx. 35-40 will be for workforce development. Also being paid out of the planning and development grant.
2. Archivist report which will go over at next meeting.
3. Strategic Plan community meeting was cancelled. The state is extending the deadline and will be eligible for grants. Have an Action Plan by December 3, 2020 can apply for grants. The Library intends on applying for the LST Grant and Cares Act Grant

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.

a. Saturday movies for adult.

b. Adult coloring.

c. Adult game night.

d. Book club – plan on a meet and greet to choose a book and start the club.

9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, December 22, 2020 at 6:00 P.M.

10. Adjournment: On a motion made by Lisa Santagate and seconded by Alexandria Christmas, the meeting adjourned at 6:56 P.M.

Respectfully submitted,
Maura Garrity, Clerk

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