

Chelsea Public Library  
Board of Trustees  
February 22, 2021  
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:04 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.
3. Approval of Minutes of Previous Meeting: On a motion made by Krissy Byrnes and seconded by Lisa Santagate, the minutes of the updated January 26, 2021 meeting were accepted as submitted.
4. Communications:
  - A. Received the Bartholomew report dated 1/31/2021.
5. Report of Library Director: The Director reported on the following:
  - A. Invoices: Invoices are being paid as submitted.
  - B. Building Update: None.
  - C. Budget: None.
  - D. The Children's Department update:  
- virtual programming is continuing. The participation is steadily increasing.
  - E. Upcoming events:  
Book club March 4, 2021 at 7pm. Five (5) new members this month added, for a total of 16 members.
  - G. Policies: Director Jackson is reviewing the polices and will have updates for next meeting.
  - H. Misc.:
    - Received CAREs Act grant of \$2,500 initially and have access up to \$10,000.
    - Strategic plan meeting report will go out next week. Will Schedule next meeting
    - Library has not received state aid check. Expecting the monies soon.

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6. New Business:

- A. Acknowledgement of Receipt form for the Summary of the Conflict-of-Interest Law for Municipal Employees needs to be signed by all Trustees and sent to the City of Clerk's office by February 22, 2021.
- B. Requirement for every member to undergo the Conflict-of-Interest Law Online Training Program on or before March 22, 2021
- C. Beth Novak and Krissy Byrne's terms are expiring and will need to be sworn in.
- D. Archivist report summarized the needs of the archives. Director Jackson is going before the State Historical Commission in April to request funding. Trustee will write a letter of support that all can sign on or before April 2021.

7. Unfinished Business:

Children's Librarian Katherine Palencia requested funding for Spring 2021 children's programming. She has estimated a budget of \$1500. Approximately \$600 is for the "Mindful Einstein" program, \$350 is for the Baby ALS program, \$400 is for virtual game tournaments and \$150 are for supplies for these programs. Based on a motion carried from the previous Board meeting, a vote was taken, and funding unanimously approved.

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.
- C. A person has applied for the vacant spot on the Library Board. Director Jackson reviewed resume and interviewed candidate. A candidate's name has been submitted to the Chelsea City Council for approval in March.

9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, March 23, 2021 at 6:00 P.M.

10. Adjournment: On a motion made by Lisa Santagate and seconded by Alexandria Christmas, the meeting adjourned at 6:48 P.M.

Respectfully submitted,  
Maura Garrity, Clerk

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