

Chelsea Public Library
Board of Trustees
March 23, 2021
Minutes of Meeting – APPROVED

1. Call to Order: The meeting was called to order at 6:05 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, Krissy Byrnes, and Lisa Makrinikolas. 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 February 22, 2021 meeting were accepted as submitted.
4. Communications:
 - A. Received the Bartholomew report dated 2/28/2021.
 - Alexandria Christmas has asked that we receive a quarterly to date report to see gains/losses and/or withdrawals.
 - Director Jackson to request the City Treasurer to attend a future Board meeting
5. Report of Library Director: The Director reported on the following:
 - A. Invoices: Invoices are being paid as submitted.
 - B. Building Update: Starting to plan a soft partial opening in mid-to late April. The library is on the same opening timeline as other libraries. There will be appointment only for browsing of sections for 20 minutes to start. Computer will also be appointment only (walk-in) for one hour. The library will provide social distancing setup and will also provide cleaning products. City may also provide greeters at the front door. The library has continued not to charge fines.
 - C. Budget: None.
 - D. The Children's Department update:
 - virtual programming is continuing. The participation is steadily increasing.
 - created office hours for questions and assistance
 - book bundles
 - trustee funding will be used in April or May
 - E. Upcoming events:
 - Book club April 1, 2021 at 7pm.

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- G. Policies: Director Jackson is reviewing the polices and will have updates for next meeting.
- H. Misc.:
- Have received CAREs Act grant of \$2,500 initially and have access up to \$10,000. Line item has been setup to spend the money.
 - Have received Strategic plan meeting report will go out in near future. Will Schedule next meeting. The strategic plan is due in October 2021.
 - Have received the state aid check. Line item has been setup to spend the money.
6. New Business:
- A. The trustees welcomed the new trustee Lisa Makrinikolas.
7. Unfinished Business:
- A. The conflict of interest form was completed by the trustees.
- B. The requirement for every member to undergo the Conflict-of-Interest Law Online Training Program was completed by trustees.
- C. Both Beth Novak and Krissy Byrne were sworn in as trustees.
- D. Archivist report summarized the needs of the archives. Director Jackson is submitting to the City Historical Commission in April for input.
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.
9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, April 27, 2021 at 6:00 P.M.
10. Adjournment: On a motion made by Lisa Santagate and seconded by Alexandria Christmas, the meeting adjourned at 6:34 P.M.

Respectfully submitted,
Maura Garrity, Clerk

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