

Chelsea Public Library
Board of Trustees
November 16, 2021
Minutes of Meeting – APPROVED 1/18/22

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, Clerk Maura Garrity, and Krissy Byrnes. Vice Chairperson Monica Elias was present via telephone. Director Sarah G. Jackson was also in attendance. Alexandria Christmas and Lisa Makrinikolas were excused.
3. Approval of Minutes of Previous Meeting: On a motion made by Krissy Byrnes and seconded by Beth Novak, the minutes of the October 26, 2021 meeting were accepted as submitted.
4. Communications:
 - A. Received the Bartholomew report dated 10/31/2021.
 - B. Chelsea Treasurer Patrice Montefusco will attend the Trustee meeting in January 2022.
5. Report of Library Director: The Director reported on the following:
 - A. Invoices: All invoices are paid and up to date. No Trustee monies have been spent.
 - B. Building Update: No significant changes.
 - C. Budget: No change.
 - D. The Children's Department update:
 - Storytime is meeting twice a week virtually. In person Storytime will possibly begin in new year.
 - Children's department is remaining open until 8:00 pm on Thursday only until Spring. This is a reduction in hours due to foot traffic is still slow. After school foot traffic is also slow.
 - E. The Adult Department update:
 - Book club will be conducted via Zoom in January, February, and March.
 - Hotspot lending is doing well. Only lost 3 of the 50. Have revamped cataloging and will return all to service.
 - Laptop lending – have 50 laptops that will be passed out with a hotspot and directions on how to use equipment.

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- E. Upcoming events:
 - 16th Annual Chelsea Reads beginning November 1, 2021. The library is hosting 4 weeks of virtual events.
 - F. Policies: Looking to revise meeting room usage policy and reservation system. Other polices can be found online: <https://www.chelseama.gov/public-library/policies>
 - G. Misc.:
 - Heritage Grant update. Darlene DeVita: The People of Chelsea Project.
 - Clock for George Ostler
 - Staffing issues: Open positions – IT position and 2 part-time positions one of which may go to a Chelsea High School student.
6. New Business:
- A. Director Jackson has requested emergency funding for the purchase of flowers in the amount of \$100.00. A motion was made by Beth Novak and seconded by Krissy Byrnes that the trustees have agreed to vote via email before the next scheduled meeting to release the funds. This motion carried.
7. Unfinished Business:
- A. Children’s Librarian Katherine Palencia requested funding for craft supplies in the amount of \$300.00. Based on a motion carried from the previous Board meeting, a vote was taken, and funding was unanimously approved.
8. Ongoing Business
- A. Strategic Planning continues.
 - B. Continue to evaluate how to support Friends of the Library.
 - C. Adult events to be announced. The dates have not yet been set.
 - a. Saturday movies.
 - b. adult coloring.
 - c. adult game night.
9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, December 21, 2021 at 6:00 P.M.
10. Adjournment: On a motion made by Krissy Byrnes and seconded by Beth Novak, the meeting adjourned at 6:27 P.M.

Respectfully submitted,
Maura Garrity, Clerk