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Chelsea Public Library
Board of Trustees
October 26, 2021

Minutes of Meeting – APPROVED 11/16/21

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, 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 April 27, 2021 meeting were accepted as submitted.
4. Communications:
 - A. Received the Bartholomew report dated 9/30/2021.
 - The Director will contact the City Treasurer to attend a future meeting.
5. Report of Library Director: The Director reported on the following:
 - A. Invoices: Invoices are being paid as submitted.
 - B. Building Update: The Library is back to near normal operation. Foot traffic is down but that was expected. A mask mandate is in place. The library is not holding in person children programming. Currently only scheduling city groups for in person meetings.
 - C. Budget: Received level funding from the city. Receive COLA increase and CIP funding.
 - D. The Children's Department update:
 - Storytime is meeting twice a week virtually.
 - E. Upcoming events:

16th Annual Chelsea Reads beginning November 1, 2021. The Library will host four weeks of virtual events.
 - F. Policies: A new incident report was created. Other policies can be found online: <https://www.chelseama.gov/public-library/policies>
 - G. Misc.:
 - The Library was conditionally approved for CBA funding for updating the archives and will apply for the funding in the Spring 2022.
 - Received the CARES Grant for \$2500 for audio visual equipment.

- Annual Reports were submitted: ERIS Report on 8/27/2021 and the Financial Report on 10/1/2021.
- Applied for ARPA funding in the amount of \$15,000 through the Board of Libraries Commissioners.

6. New Business:

- A. Lisa Santagate has submitted her resignation from the Library Board. We are all sorry she is leaving but wish her well. We thank Lisa for her 13 years of service with the Board.
- B. Children's Librarian Katherine Palencia requested funding for craft supplies in the amount of \$300.00. A motion was made by Alexandria Christmas and seconded by Lisa Santagate that the trustees have agreed to vote during the November 2021 meeting. This motion carried.

7. Unfinished Business: None.

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 for adult.
 - b. Adult coloring.
 - c. Adult game night.

9. Date of Next Meeting: The next board meeting has been tentatively scheduled for: Tuesday, November 16, 2021 at 6:00 P.M.

10. Adjournment: On a motion made by Lisa Santagate and seconded by Alexandria Christmas, the meeting adjourned at 6:52 P.M.

Respectfully submitted,
Maura Garrity, Clerk