

CHELSEA BOARD OF LIBRARY TRUSTEES

Meeting Monday, June 13, 2016 at 6:30 P.M.

Chelsea Public Library

MINUTES

1. Meeting called to order at 6:32
 - a. Present: Kasey Peterson, Phyllis Hayward, Taylor Katz, Virgil Fuller, Toni Gildone, Susan Morse
2. Public Presentation or Comments - None
3. Adjustments to the Agenda
4. Reports
 - a. Approved Minutes from May meeting
 - b. Approved Treasurer's Report
 - c. Librarian's Report
 - i. Number of patrons/circulation good for the month of May
 - ii. Chromebooks
 1. Two Chromebooks have been purchased.
 2. Virgil also purchased two locking mechanisms for the Chromebooks to secure them to the tables.
 - iii. VLA Conference - Both Toni and Virgil attended. Great sessions and great networking with other colleagues.
 - iv. Passport to Vermont Libraries Program
 1. CPL is participating again this year. Patrons have until 9/15 to get passports stamped at the 115 participating libraries in Vermont.
 - v. How other municipal Libraries handle check writing
 1. Virgil polled other libraries to see who handled checks
 - a. In 21 town, the town treasurer writes all the library checks
 - b. In 4 towns, the Library treasurer writes all the checks
 - c. In four towns, there is a combination of bookkeeper writing checks, combined responsibility between town and library treasurer, etc.
 - vi. Summer Reading Kick-Off
 1. Took place at Farmers' Market June 10, encouraging people of all ages to read books this summer.
 2. 44 people, ages 1-99, signed up.
 3. It will run each Friday through July 29
5. Old Business
 - a. Bookkeeping and State Statute - tabled
 - b. Filing Cabinet
 - i. Virgil found three cabinets to consider online from Staples
 - ii. Toni will check out a place in Jaffrey that has used filing cabinets
 - iii. Phyllis will call the state surplus place to see what they have
 - iv. Susan will follow up at Staples if nothing found to compare options in person
 - c. Trash/Recycling
 - i. Trash is collected from the front hall early on Saturday AM.
 - ii. Library should make sure to get trash out by the trashcan late on Friday to be ready for pick-up.
 - d. Bulletin Board
 - i. Susan will be making a storage unit in August
 - ii. We will try to find an easel that we can put outside the library door on which to post notices for Library events
6. New Business
 - a. Book sale

- i. We need volunteers for
 1. Wednesday, 9 AM- bringing books down from the balcony area.
 2. Thursday Afternoon and Friday All Day - for sorting and setting books up
 3. Saturday - selling books
 - a. Susan will call and organize volunteers for Thursday, Friday and Saturday.
 4. Sunday - packing books up and preparing to send off to Better World Books (Susan, Phyllis and Taylor offered to help)
 - ii. We will have a "Pre-Sale" on Friday during Farmers' Market 3-6 PM
 - iii. We will sort out cookbooks, gardening books and select fiction to sell at our later book sales.
 - iv. Kasey will advertise for donations of brown bags on FPF
- b. Items for Safety Deposit Box - tabled
 - c. Selection of Logo Contest winner
 - i. There were two entries.
 - ii. We decided to extend the contest in hopes of getting more entries.
 - iii. The new deadline will be July 31
 - iv. We will advertise and put an article in the Herald
 - d. Performance Review Forms and Procedure
 - i. Susan and Phyllis will meet Tuesday at 6PM to select form to use
 - ii. We will go into Executive Session at our next meeting to go over review
 - iii. Date will be set up to meet with Virgil
 - e. Volunteers
 - i. Suggested that the Library set up a volunteer program to read to reading-impaired town residents.
 - ii. Suggested that we have an evening of volunteer orientation for all those interested in volunteering at the library.
7. Agenda for next meeting
 - a. Book Sale Results
 - b. Start organizing prep work for the floor refinishing in August
 - c. Silent Auction- To have it or not?
 - d. Adult Programs for Winter
 - e. Performance Review - Executive Session
 8. Future Meetings
 - a. July 11, 2016
 - b. August 8, 2016
 - c. September 12, 2016
 - d. October 10, 2016
 9. Meeting Adjourned at 8:00 PM

Respectfully submitted by Susan Morse
 June 13, 2016