

Chelsea Public Library

Board of Directors

Meeting: January 11, 2010

Present: Colonel Ritchie, Charles Woodrow, Dana Polk, Earlene Isbell, Paula Baker, Dawn Wilson, and Mike Denton

Colonel Ritchie called the meeting to order at 10:00 am.

The minutes of the October 12th meeting were read. A motion to accept the minutes was made by Dawn, seconded by Charles, passed unanimously.

Financial Report: A policy on charges for the use of our fax machine was presented by Dana. The board amended the policy to include a limit on long distance faxes within the USA to 3 pages. Toll free numbers would be considered local and charged as such. Motion to accept this fax policy was presented by Charles, seconded by Earlene, passed unanimously. Dana presented current balance sheets and reviewed each category. Our donations this fiscal year to date are \$500. The donation from Mrs. Earl Ward in memory of her late husband was discussed. A thank you note was sent, and Dana will be buying several children's books and an adult fiction book which will be dedicated in memory of Mr. Ward.

Directors Report: The new circulation report will be emailed to all. Graylan, a library employee, has resigned. Dana has talked to the Mayor in regard to hiring a new person, but during the interim a discussion on how to cover the desk was presented. The Big Read Program was discussed. The featured book for the program is Tom Sawyer. The Mayor will read the first paragraph of the book during the next city council meeting. There will be paperback copies for purchase with two hard copies to be given away. The APL grant was used to purchase a self-checkout computer. You can also renew any book which should be great help to all.

Old Business: Bob is in charge of the renovations to our new library. He has hired a structural engineer to go over the building for the load bearing weight the floor will need to hold the heavy weight of the books. The additions are still in the plans. He will keep Dana and the board up-dated.

New Business: Mike informed the board that the Kiwanis Club has included our summer reading program in their year's budget. We want to thank them for their continuous support. Dawn brought up the issue of background checks on library employees. Mike indicated that this would have to be discussed with the Mayor and the city counsel, as they would have to incorporate this new policy. Dana will check with other libraries on how they handle this issue. Our next meeting was set for April 12th at 10 a.m.

Motion to adjourn—Dawn Wilson, seconded by Earlene Isbell, passed unanimously. Adjourned @ 10:45am.

Respectfully submitted by Paula Baker, Secretary

A handwritten signature in cursive script that reads "Paula Baker".