

# *Chelsea Public Library*

## *Board of Directors*

Meeting: March 9, 2009

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

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

The minutes of the February 9<sup>th</sup> meeting were read. Motion to accept the minutes was made by Charles Woodrow, seconded by Earlene Isbell, passed unanimously.

Financial Report: The circulation data was presented by Dana Polk and reviewed. A continued increase in circulation and computer use was noted. We received \$625 in donations from our patrons. A moratorium on spending for new adult books was put in place due to the economy.

Directors Report: Colonel Ritchie presented a program of books and courses on tape, at our last meeting. We discussed the programs and their benefit and interest to our patrons. Dana will see what interest there might be in these programs.

Old Business: Our summer reading program begins June 3<sup>rd</sup> and goes to July 8<sup>th</sup>. Sign up will be May 30<sup>th</sup> at Westover Park. There will be food and drinks along with many fun filled activities for the children. We hope for a large turn out. The programs Dana has scheduled for the reading program are in place. She is still hoping for a donation to purchase the grand prize which will be given to the child who has read the most books. We want to thank the Kiwanis club for the support of our summer program.

New Business: A cell phone policy for the library was discussed. A motion to accept the policy was made by Paula Baker, seconded by Dawn Wilson, passed unanimously. A safety procedure policy was introduced which empowered the staff to make decisions on appropriate behavior, incident reports, and what procedures to follow in inclement weather. A motion to accept this policy was made by Dawn Wilson, seconded by Charles Woodrow, passed unanimously. A volunteer policy was discussed which covers responsibilities of all volunteers. A discussion on background checks was brought up and Mike offered to look into the matter. A motion to accept the volunteer policy was

made by Paula Baker, seconded by Charles Woodrow, passed unanimously. An exam proctoring policy was introduced and discussed. No fee for this service will be charged but donations are accepted. The motion to accept the policy was made by Dawn Wilson, seconded by Charles Woodrow, passed unanimously. The form for patron's request for reconsideration of materials was presented. Motion to accept by Earlene Isbell, seconded by Paula Baker, passed unanimously. The date for our next meeting was set for May 11<sup>th</sup> at 10:00 am.

Motion to adjourn—Dawn Wilson, seconded by Dana Polk, passed unanimously. Adjourned @ 11:00am.

Respectfully submitted by Paula Baker, Secretary.

*Paula Baker*