

**Chelsea District Library Board of Trustees  
Minutes of Regular Meeting**

Tuesday, January 15, 2019 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** C. Taylor, S. Lackey, A. Merkel, J. Carr, TJ Helfferich, & G. Munce.

**Trustees Absent:** E. Sensoli

**Staff:** Director L. Coryell, Assistant Director L. Ballard, C. Berggren, & S. Conrad.

**Guests:**

**Welcome and Call to Order**

C. Taylor called the meeting to order at 6:45 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda, as amended. Discussion: Moved Action Item #2 (New Board Offices) to the start of meeting and Sarah Conrad's Escape Room presentation will follow the Oath of Office, before the Compulsory Segment. All Ayes: 6-0

**Action Item #2: 2019 Board Officers**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented board officers for 2019. Discussion: None.

All Ayes: 6-0

The new officers take their positions and the meeting continues with Susan Lackey as president. Chris then administers the Oath of Office for all attending trustees.

Gary thanked Charlie for his excellent two years as board president and the other trustees concurred.

**Presentation:** Escape Room by Sarah Conrad:

Sarah prepared a Harry Potter themed Escape Room activity for the board, to highlight one of the library's most popular teen programs. The board put the clues together and was able to escape the room with 2:28 to spare! Everyone enjoyed the activity and Sarah did a great job putting it all together.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the December 18, 2018 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by J. Carr to approve the Closed Session minutes of the December 18, 2018 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by J. Carr to accept the General Fund Operational checks for December, 2018. Discussion: None

All Ayes 6-0

MOTION made by C. Taylor, SECONDED by TJ Helfferich to accept Financial Reports for December, 2018. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Lori had several additions to the highlights already included in her report:
  - Reported good progress in effort to partner with St. Louis Center.
  - Discussed library enforcement of 2018 patron suspension.
  - Ron and Mel researched board packet software and have set up a webinar for BoardBook later in the month.
  - Spoke with the auditor and scheduled our annual auditor for February 12-14. The audit firm has merged with another firm, so the name has changed, as well as phone numbers and email addresses. Lori has extended our contract with them through next year.

**Strategic Plan Update:**

- Received the \$10,000 grant check for Artist in Residency from the Community Foundation of Southeast Michigan.
- Several ideas for celebrating the 19<sup>th</sup> Amendment Centennial were discussed.
- Lori agreed to research circulation data from similar libraries to compare Dash data at the board's request.

**Friends Report Update:**

- No update, as the Friends next meeting (their annual meeting) is scheduled for January 26.

Other Reports Notes: None

**Public Comment:**

Gary mentioned that the Chelsea Senior Center is in the process of looking to hire a new Executive Director and asked that board members share this information with anyone who they think would be interested and qualified.

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by C. Taylor to approve and acknowledge the presented 2018 December donations of \$750.00.

Discussion: None

All Ayes: 6-0

**Action Item #3: 2019 Board Committees**

MOTION made by C. Taylor, SECONDED by J. Carr to approve the presented board committees. Discussion: None.

All Ayes: 6-0

**Action Item #4: 2018 to 2019 Budget Carryover**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the presented carryover to the 2019 budget. Discussion: None.

All Ayes: 6-0

**Action Item #5: 2018 Budget Adjustment**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the presented adjustment to the 2018 budget. Discussion: None.

All Ayes: 6-0

**Discussion Item #1: Millage**

- Lori shared a correspondence with the County Commissioner that we have until February 10 to notify them that we have a special election ballot initiative.
- Staff is working a presentation to highlight some key things the library gives the greater Chelsea community. Charlie pointed out that studies have shown that libraries help property values. Gary said that there are national trend statistics that we should look into with regards to libraries and increased property values.
- Will need ballot language by early May for county approval.
- Susan and Gary both emphasized that this ongoing discussion item is just an update and that the board needs to allow the Millage Committee proper space to do their job.
- Lori stated that while library employees cannot work directly on the millage, board members can. She will email a document on board and staff responsibility during a millage campaign.

**Discussion Item #2: Patron Appeal 2017-1**

- The conciliation meeting in Lansing that Lori apprised the board about in December was postponed.
- Will need to work on policies that this will affect and maybe single out exceptions to certain McKune and/or Kidspot programs.

**Discussion Item #3: Policies**

- Jan wants these four policies to come before the board as an Action Item in February.
- Susan recommended having trustees sign something yearly for the Ethics Statement for Public Library Trustees policy, stating that they've read and understand it.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment:** None

**Other Items:**

- Jan let Linda know about an elevator problem that occurred Saturday during the book sale and told her to talk to Sarah for more information.
- Lori shared that the Washtenaw Reads author is appearing at Rackham Hall tomorrow night.

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by J. Carr to adjourn the meeting at 8:19 p.m.

All Ayes: 6-0

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Anne Merkel, Board Secretary

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Date