

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

Tuesday, May 21, 2019 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: S. Lackey, A. Merkel, C. Taylor, & G. Munce.

Trustees Absent: TJ Helfferich, E. Sensoli, & J. Carr.

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

Guests: New librarians Stacey Comfort, Margaret Loebe, & Marissa Lasoff-Santos all briefly introduced themselves to the board before the meeting got officially underway.

Welcome and Call to Order

S. Lackey called the meeting to order at 6:46 p.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Moved Terri's scheduled presentation to the June meeting, so as more trustees could be in attendance.

All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Munce, SECONDED by C. Taylor to approve the minutes of the April 16, 2019 Board Meeting, as amended. Discussion: Gary wanted a minor change to reflect that he was asking about the fund balance as opposed to revenue during Bill Tucker's audit presentation.

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by C. Taylor to accept the General Fund Operational checks for April, 2019. Discussion: None

All Ayes 4-0

MOTION made by A. Merkel, SECONDED by G. Munce to accept Financial Reports for April, 2019. Discussion: None

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- Notified the board of a large chargeback to the county that lowers the library's revenue by 14K.
- 2020 Census worker will be setting up in the lobby periodically in order to recruit census volunteers.
- Millage expert Shirley Bruursema will be speaking at the all-staff meeting tomorrow and board members are welcome to attend.
- Susan complimented Lori on the internal-control changes that have been implemented with the hiring of Kerry Ballard as the library's new bookkeeper.

Strategic Plan Update:

- Update details in the packet.
- Continue to be amazed by the sheer number of goals hit in the strategic plan.
- Charlie asked if we continue to look back at strategic plan successes from two years ago. Lori answered that yes, we look forward and in past when it comes to takeaways from the plan.
- Linda stressed that part of the success is due to having a manageable plan.

Friends Report Update:

- Met on May 9 and voted to give \$1,000 to the millage campaign committee.
- The annual Friends Tea Party is scheduled for Oct. 19, which is also the final day of the Apron Strings display.
- The Friends will receive some reserved seating at Music in the Air, as well as post-concert events. This is part of an effort to make membership have actual privileges.
- Both Charlie and Susan noted the importance of thanking sponsors at big events and that that's been a strength of the library.

Other Reports Notes:

- Gary wants to know more about the high positive numbers that appear on the performance dashboard.

Public Comment: None

Action Item #1: Donations

MOTION made by G. Munce, SECONDED by C. Taylor to approve and acknowledge the presented 2019 April donations of \$1,100.00.

Discussion: None

All Ayes: 4-0

Action Item #2: 2018 Audit Approval

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the 2018 Audit that was presented and discussed at the April board meeting. Discussion: None.

All Ayes: 4-0

Discussion Item #1: Millage

- Anne is resigning as co-chair of the millage campaign due to scheduling conflicts. Gary Zenz will take her place as co-chair and Charlie will join the campaign committee, as the board's representative. Anne wanted the board to know of her decision first and will send out an official email to all committee members later tonight.
- Millage talking points were discussed. Lori stressed 1. Renewal and 2. Positive impact.

Discussion Item #2: Policies

- Policy Committee member, Gary, led discussion on the changes to the 6 policies that have been revised in committee.
- These policies will move to Action in June.

Committee Reports

Policy Committee – Have minutes in packet.

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment:

- Gary announced that he and JoAnn will be hosting a strategic plan open-house for Lyndon Township on June 17 and also reminded the board about the township's broadband meeting tomorrow.

Other Items: None

Adjourn:

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:44 p.m.

All Ayes: 4-0

Anne Merkel, Board Secretary

Date