

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

Tuesday, July 16, 2019 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:**

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

**Guests:** Kerry Ballard

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:45 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the agenda as presented. Discussion: None All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the May 21, 2019 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept the General Fund Operational checks for May, 2019. Discussion: None All Ayes 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept Financial Reports for May, 2019. Discussion: None All Ayes: 7-0

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the June 18, 2019 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept the General Fund Operational checks for June, 2019. Discussion: Elizabeth asked that the checks list by account in registry going forward. Susan suggested that Elizabeth sit down with Kerry to work out best way to list checks in the future.

All Ayes 7-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for June, 2019. Discussion: None

All Ayes: 7-0

### **Director's Report Update:**

L. Coryell update:

- Lori announced the departure of Network Administrator Melanie Bell. Her last day will be August 8 and the Network Administrator posting went out yesterday (Monday, July 15). Hoping to have someone in place by Sept. 3, but will wait until we get the right person.
- Lori shared the laminated Story Book Trail example and talked about the opening of the trail in Baker Woods Preserve. The trail should have a complete story displayed by the afternoon of July 17. Washtenaw County has been a huge help in terms of installing the posts that will support the story boards and even blazed the trail.
- Lori highlighted the e-Magazine increase in the dashboard and that new library cards are up, which is typical during the Summer Reading Program.

### **Strategic Plan Update:**

- Terri has scheduled card signups at all the townships during Library Card Signup Month (Sept.) and has visited local businesses to share info about card opportunities.

- An Art Market will be set up in the library lawn during Sounds & Sights. There will even be a flame-breathing dragon.
- Joy Jan Jones is coming back in November to do an opera program with elementary school kids. She will also perform in McKune on November 3.

**Friends Report Update:**

- At last meeting went over job descriptions for accuracy.
- Passed out millage postcards at last book sale.

Other Reports Notes: None

**Public Comment:** None

**Presentation:** Terri Lancaster on Fine Free Libraries

- 5 of TLN's libraries have already gone fine free and 4 more are voting to do so.
- SASUG is voting on auto-renewal, which ties in, as it would limit fines at all TLN libraries.
- Fines are about 1% of current CDL budget.
- Many different ways to go fine free: some libraries exclude fines just for print materials, others just for youth/teens items. Higher price items, like hotspots and garage items, would likely need to continue to be fined regardless if this is a direction the board is interested in.
- Fines are still collected on lost/damaged items; goes to collection at 60 days.
- Jan requested a spreadsheet that shows what each TLN library does (whether fine free, and to what degree, or not).
- Board would like recommendation with possibly a list of options.

**Action Item #1: Donations (May)**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve and acknowledge the presented 2019 May donations of \$5,560.00.

Discussion: None

All Ayes: 7-0

**Action Item #2: Donations (June)**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve and acknowledge the presented 2019 June donations of \$2,940.00.

Discussion: None

All Ayes: 7-0

**Action Item #3: Policies**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the policy updates to 102 Benefits, 206 Meal Periods and Rest Breaks, 230 Confidentiality Policy, 304 Introductory Period, 405 Drug and Alcohol Usage, and 441 Inclement Weather/Emergency Closings, as discussed in May.

Discussion: Jan refreshed everyone's memory on the key points of these policy changes.

All Ayes: 7-0

**Discussion Item #1: Millage**

- Press release has gone out.
- Informational mailing for absentee voters has left the station, too.
- Charlie reported that the Yes Committee is operating like a well-oiled machine.

**Discussion Item #2: Budget Hearing Notice**

MOTION made by E. Sensoli, SECONDED by J. Carr to move Discussion Item #2 to Action Item #4. Discussion: None.

All Ayes: 7-0

**Action Item #4: Budget Hearing Notice**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve the Budget Hearing Notice as presented. Discussion: None.

All Ayes: 7-0

**Discussion Item #3: 2020 Budget Draft**

Noted that the hearing will take place at next month's meeting.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment: None**

**Other Items: None**

**Adjourn:**

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 8:09 p.m.

All Ayes: 7-0

Anne Merkel

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Anne Merkel, Board Secretary

8-20-19

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Date