

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

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

Trustees in Attendance: S. Lackey, E. Sensoli, C. Taylor, J. Carr, & G. Munce.

Trustees Absent: TJ Helfferich & A. Merkel.

Staff: Director L. Coryell, Assistant Director L. Ballard, Network Administrator S. Rakestraw, Head of Information Services S. Powers & C. Berggren.

Guests: None

Welcome and Call to Order

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

Lori introduced new Network Administrator Scott Rakestraw and Shannon Powers, in her new role as Head of Information Services, to the board. They each spoke for several minutes.

Agenda Review, Additions, and Approval

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

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the board minutes of the September 17, 2019 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to accept the General Fund Operational checks for September, 2019. Discussion: None

All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept Financial Reports for September, 2019. Discussion: Elizabeth pointed out that going forward we need to include a cash-flow chart.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Explained that there is no Dashboard this month because we are rethinking how we want to do the dash going forward and want to figure out the most pertinent information for the board.
- Celia from TLN visited and oriented staff to CARL-X, which offers an option for online off-site library card signups.
- The Apron Strings Exhibit ends on Sunday, but has been a huge success. Lori read some feedback that was left.
- Speed Repping (speed dating format with local and state officials) went very well. The politicians who attended really seemed to enjoy it and there was excellent feedback from patrons. We plan to do this event again in 2020.

Strategic Plan Update:

- Winding down on the current Strategic Plan, but Terri Lancaster did exceptionally well signing up new card holders at township halls during Library Card Signup Month (September).

Friends Report Update:

- Annual Tea party is Saturday, October 19 @ 3 p.m.
- Friends will be getting name badges, similar to library employee badges.
- Volunteer Appreciation Party is Dec. 7.

Other Reports Notes:

- Gary asked about Narcan, which the Chelsea Fire Department instructed staff on at the September All-Staff meeting.

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by G. Munce to approve and acknowledge the presented 2019 September donations of \$6,400.00.

Discussion: None

All Ayes: 5-0

Action Item #2: Board Retreat

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the November 19, 2019 date for the Board Retreat and to move the scheduled Board Meeting to 9 o'clock in the morning, which will cover the first action of the retreat. The board meeting portion of the meeting will take place in the McKune Room and is open to the public, as always.

Discussion: Board briefly discussed itinerary.

All Ayes: 5-0

Discussion Item #1: Bylaws Review

Susan's At-Large Board Appointment is up in December and the language of the library's Bylaws and the District Library Agreement are not in accord with each other about how to proceed. The District Library Agreement takes precedent over the Bylaws and this contradiction can be solved by simply changing the word "shall" in the Bylaws, Article II, Section III to "may." This fix will move to Action in November and at that time the board will also discuss the at-large board appointment.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Gary will soon be sending out evaluations for the director review.

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by E. Sensoli, SECONDED by C. Taylor to adjourn the meeting at 7:57 p.m.

All Ayes: 5-0

Susan Lackey, Pres. (in Anne's absence)

11-19-19

Anne Merkel, Board Secretary

Date