

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

Tuesday, November 19, 2019 9:00am  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** A. Merkel

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

**Guests:** Jennifer Kundak

**Welcome and Call to Order**

S. Lackey called the meeting to order at 9:00 a.m.

Went around the room sharing what everyone is currently reading.

**Agenda Review, Additions, and Approval**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the October 15, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept the General Fund Operational checks for October, 2019. Discussion: None

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for October, 2019. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

Lori asked if there were any specific questions from her report and stated that in the interest of time and keeping the busy morning on schedule that her report would stand in written form. There were no questions.

**Public Comment:**

Jennifer Kundak reported that former director Anne Holt got her kidney transplant and is in the process of recovering.

**Action Item #1: Donations**

MOTION made by E. Sensoli SECONDED by TJ Helfferich to approve and acknowledge the presented 2019 October donations of \$400.00.

Discussion: None

All Ayes: 6-0

**Action Item #2: Bylaws**

MOTION made by C. Taylor, SECONDED by J. Carr to approve changing the word "shall" to "may" in Bylaws, Article II, Section 3, so that the bylaws language and that of the District Library Agreement coincide with one another. Discussion: None.

All Ayes: 6-0

**Discussion Item #1: 2020 Calendar of Operations**

Lori suggested making two changes to the presented calendar: adding the Friday after Thanksgiving to the closed calendar and not closing early the day before the 4<sup>th</sup> of July, due to that being a Friday with earlier close hours anyway. The board will consider these changes for December when this becomes an Action Item.

### **Discussion Item #2: 2020 Board Meeting Calendar**

The schedule remains the 3<sup>rd</sup> Tuesday of each month.

### **Discussion Item #3: Director Evaluation**

Gary announced that the forms for the Director Evaluation were passed along to him by the former Personnel Committee Chair and that he plans to have those forms distributed to staff and board members for their feedback by the end of the week, with the idea of having them completed and returned within two weeks, so that the Personnel Committee can review the information and prepare their recommendation before the December Board Meeting.

### **Discussion Item #4: Capital Improvement Fund Commitment**

This is something that is done at the end of each year at the request of the board. This year the budgeted amount was roughly \$57,000, but Linda reported that not all of that amount was used.

### **Discussion Item #5: Budget Carryovers for 2020**

The list of carryovers was distributed to the board and Linda and Lori spoke about the two larger ones for the HVAC upgrade and the Ingenuity Engine.

### **Committee Reports**

**Policy Committee** – Jan requested a schedule for upcoming policies that need review.

**Finance Committee** – Elizabeth reported that the committee recently met, but minutes are not yet available. The committee will need to conduct a search in 2020 for a new auditing firm.

**Personnel Committee** –

**Nominating Committee** – TJ reported that the committee met digitally and are working on a slate for next year.

**Community Outreach Committee** –

**Public and Board Comment:**

Jennifer Kundak pointed out that the night of the March Board Meeting is also the night of Authors in Chelsea. Charlie then proposed changing the board meeting. It was agreed that the board will consider moving the March Board Meeting to the morning in order to accommodate participation in the Authors in Chelsea event. The 2020 Calendar of Board Meetings will be an Action Item in December.

**Other Items:** None

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by C. Taylor to adjourn the meeting at 9:35 a.m.

All Ayes: 6-0

Anne Merkel

11-19-19

\_\_\_\_\_  
Anne Merkel, Board Secretary

\_\_\_\_\_  
Date

The Board Retreat began at 9:45 a.m. with Susan Lackey, TJ Helfferich, Elizabeth Sensoli, Jan Carr, Charlie Taylor, and Gary Munce in attendance. The retreat consisted of a working session of the board to begin discussion of the upcoming 2020-2022 Strategic Plan. This session was facilitated by Bridgeport Consulting. In attendance from the library were Director Lori Coryell, Assistant Director Linda Ballard, Head of Marketing Patty Roberts, and Administrative Assistant Chris Berggren. The only public attendee was Jennifer Kundak. The retreat ended at noon.