

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

Tuesday, January 21, 2020 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** C. Taylor

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

**Guests:** Kerry Ballard & Jo Ann Munce.

**Welcome and Call to Order**

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

Trustees took the Oath of Office – Administered by Chris.

Recognition was given to FOY & VOY in the form of a resolution from the board. Susan read the resolutions aloud, honoring Jo Ann Munce and Meg Gower. Jo Ann Munce was in attendance to accept her Friend of the Year Resolution.

**Agenda Review, Additions, and Approval**

Moved Action Item #2, 2020 Board Officers, to the beginning of the meeting, so that new officers could assume their new responsibilities.

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: None

All Ayes: 6-0

**Action Item #2: 2020 Board Officers**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the presented 2020 Board Officers. Discussion: None

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the minutes of the December 17, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the closed minutes session of the December 17, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for December, 2019. Discussion: None

All Ayes 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for December, 2019. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Lori described the changes to the Information Services offices upstairs and offered trustees a tour of the expanded space after the meeting.
- The Festival of Tables theme this year will be the Suffrage Movement. Lori encouraged board members to visit the table and spread the word.
- Jacopo Giacomuzzi and a special guest will be back for Music in the Air on June 6. The performance will be later in the day this year. The ceremony commemorating the Robert German butterfly chairs will precede the musical program.
- Lori reported that Monica Monsma is leaving as head of the chamber.
- The library will be taking part in 5 Healthy Towns' SportPort initiative. This is a sports equipment lending service. The start date is May 6 and it is a 2-year project, aimed at making people more active year-round.
- There is a prospective Head of Marketing candidate interviewing tomorrow that Lori is excited about (fingers crossed).
- The library is no longer recording gender specific data. That info was never used by the library and is inconsequential to our records, so we are following the ALA directive to no longer ask for a patron's gender.
- Trustees should expect a 2019 retrospective in the February packet.

**Strategic Plan:**

- Bridgeport Consulting held two Stakeholder Focus Group sessions in January and will be at the library again for Friday's All-Staff Meeting, as the next strategic plan continues to come into focus.

**Friends Report Update:**

- Annual Meeting is Saturday, January 25 at 10:30 a.m. Officers will be elected.

Other Reports Notes:

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented December 2019 donations of \$900.00.

Discussion: None

All Ayes: 6-0

**Action Item #3: 2020 Board Committees**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the presented 2020 Board Committees. Discussion: None

All Ayes: 6-0

#### **Action Item #4: 2019 to 2020 Budget Carryovers**

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the presented carryovers from the 2019 Budget to the 2020 Budget. Discussion: None

All Ayes: 6-0

#### **Discussion Item #1: Fine Free**

- Will be considered in the new strategic plan, so would like it on the board agenda as an Action Item by March. The library is hoping to implement this in the fall.
- Jan would like to see more data from similarly sized libraries and know how they would've implemented differently if they could do it again.
- Elizabeth asked if we could put a write-up in the February packet, breaking down how it would work.

#### **Discussion Item #2: Program Reporting to Board**

- This was a continuation of a previous discussion about how best to relay programming data to the board. Lori will expand attention given to the library's signature programs in her report going forward.

#### **Discussion Item #3: ALA: Future Trends in Public Libraries**

- Homework assignment for the board: Lori wants trustees to identify which topics from the ALA list of Future Trends in Public Libraries are of interest for future discussion. Return responses to Lori within the next three weeks.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:**

**Other Items:** None

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 8:29 p.m.

All Ayes: 6-0

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Janice L. Carr, Board Secretary

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Date