

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

Tuesday, April 21, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

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

Trustees Absent: None

Staff: Director L. Coryell, Assistant Director L. Ballard, Head of Marketing Elaine Medrow, & C. Berggren.

Guests: None

Lori introduces Elaine to the board.

Welcome and Call to Order

S. Lackey called the meeting to order at 6:49 p.m.

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

C. Taylor joined meeting.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the minutes of the March 17, 2020 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 March, 2020. Discussion: None

All Ayes 7-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for March, 2020. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- This is National Library Week.
- The Audit Hearing will take place remotely during the May Board Meeting. A Finance Committee Meeting to go over the audit report will take place beforehand.
- All library programs have been cancelled through June.
- Stacey is using the library's 3-D printers to create parts for face shields for the hospitals to use.
- We did curbside pickup for 3 days in March, so we have a working model for how to reinstitute that practice.
- Have librarians on call 10-2 Monday through Friday to answer questions.
- Have issued no late fees for items during the shutdown.
- Several library programs have continued online, including story times.
- Have increased Hoopla borrowing limits.
- Music in the Air will proceed as a recorded performance.
- There is a memoir writing program that will also continue as an online program.
- Lori has been purchasing gift cards from local businesses for future giveaways and as a means to help fund local businesses during the shutdown.

Friend's Report:

- No Friends Report, as they haven't met since the shutdown.
- The Library Employee Luncheon would've been tomorrow.

Other Reports Notes: Jan talked a bit about the census and asked if the board would like the minutes from the Community Forum Meeting.

Public Comment: Gary talked about non-profits and sustainability during this time and urged his fellow board members and the library to not forget about non-profits.

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by A. Merkel to approve and acknowledge the presented March 2020 donations of \$100.

Discussion: None

All Ayes: 7-0

Action Item #2: Fine Free

MOTION made by J. Carr, SECONDED by A. Merkel to implement Fine Free service at Chelsea District Library for both patrons and materials (with exemptions), to take effect immediately. Discussion: Lori suggested that we have a Fine Free Update discussion as an ongoing Discussion Item.

All Ayes: 7-0

Discussion Item #1: COVID-19 Response

- Lori reported that the library is actively working on how to reintroduce services post-shutdown; will introduce over a 5-step phase.
- The Summer Reading Program (SRP) participation will be remote and is being coordinated by the librarians.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment:

Other Items: Elaine spoke about the Summer Newsletter.

Adjourn:

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to adjourn the meeting at 8:01 p.m.

All Ayes, 7-0

Janice L. Carr, Board Secretary

Date