

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

Tuesday, May 19, 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, Bookkeeper K. Ballard, & C. Berggren.

Guests: Bill Tucker from Maner Costerisan

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 C. Taylor, SECONDED by J. Carr to approve the agenda, as amended. Discussion: Susan suggested amending the agenda to move the audit presentation to the beginning of the meeting, ahead of the compulsory segments and reports.

All Ayes: 7-0

Presentation: Bill Tucker, presenting Maner Costerisan's 2019 Audit of CDL

- Maner Costerisan is issuing a Clean Opinion, which is the best type of audit opinion, for Chelsea District Library for 2019.
- Bill walked the board through the Independent Audit Report, which breaks down the firm's opinion of the library finances, examining its governing activities and funds. He also shared the Funds Balance Sheet, which showed the library in good standing.
- He answered a few questions from board members and the library's bookkeeper, Kerry Ballard, also chimed in.
- The 2019 library audit will be voted on for approval at the June board meeting.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the April 21, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept the General Fund Operational checks for April, 2020. Discussion: None

All Ayes 7-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept Financial Reports for April, 2020. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Lori and the management team, particularly Linda, are working on a plan to re-open the library in some capacity in June.
- Two big virtual events coming up in June:
 - Music in the Air with Jacopo Giacomuzzi
 - Memoir writing with Kevin Sessums
- There have been 18 virtual events hosted by CDL with mostly excellent attendance.
- Stacey is still manufacturing mask parts for the U-M hospital with the library's 3-D printers.
- EBook downloads have doubled during the lockdown.
- The Summer Reading Program (SRP) will be kicking off soon virtually and emails about the program should be hitting email boxes shortly.
- Susan commented that she hopes there is some silver lining in all of this in that the library is learning some new things that we can use going forward in terms of reaching populations that have difficulty getting into the physical library.

Friend's Report:

- The Friends met last Tuesday and are eager to get back, but understand the difficulties and that it's not realistic anytime soon.
- Are still supporting Music in the Air and SRP, despite not being able to conduct book sales.
- Have a speculative secretary candidate lined up to fill that open office.
- Jan said that extra precautions will be put in place once the book sales return.

Other Reports Notes: None

Public Comment: None

Discussion Item #1: COVID-19 Response

- Lori is working with Linda and the library attorneys on the anticipated re-opening. Three pieces of new policy must be in place in order to re-open and the attorneys are current working on the policies language. The policies are:
 - The Re-opening Policy
 - A Reopening Plan
 - COVID-19 Preparedness and Response Plan
- It is a State requirement to have these policies in place before a library may re-open.
- Will need to schedule a special board meeting once we have those documents in hand to approve them.
- Marketing is working on the re-opening on the public info side of things.
- The 1st phase of reopening will feature curbside pickup only.
- The 2nd phase will involve limited appointment only visits with mandatory mask use.

Committee Reports

Policy Committee –

Finance Committee – Gary pointed out that the committee minutes were shared and also gave bookkeeper Kerry Ballard a glowing review and thanked him for his hard work and ability to explain the details of the library’s finances.

Personnel Committee –

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 7:49 p.m.

All Ayes, 7-0

Janice L. Carr, Board Secretary

Date