

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

Tuesday, June 16, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

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

Trustees Absent: A. Merkel

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

Guests: None

Welcome and Call to Order

S. Lackey called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by TJ Helfferich, SECONDED by G. Munce to approve the minutes of the May 19, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the Special June 4, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the General Fund Operational checks for May, 2020. Discussion: None

All Ayes 6-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept Financial Reports for May, 2020. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori reported that Head of Marketing Elaine Medrow wanted her to mention to the board how hard Marketing Assistant Virginia Krueger has been working and what a great job she's been doing during the lockdown and reopening plan.
- Lori shared the attorney clarification of Policy 443: Library Reopening, section IV, part D. The attorney interpretation is that the board can act after the 14-day period to reopen if not initiated by the director, but can also move to shorten that original length if something changes.
- On June 11, Gov. Whitmer announced that she hopes to move the rest of the state to Phase 5 (Containment) by July 4, 2020.
- The HR Playbook is working really well in terms of checking employees for symptoms and keeping them up to date on the latest Covid-19 news and library policies and plans. Lori mentioned that this was a great find by Linda and acknowledged her hard work in getting the site up and running.
- Charlie stated that when we move to the next phase, he would like a sign posted at the door that shares that the library staff have been fully trained on Covid-19 safety and how that training pertains to the building and patrons.
- The library started curbside pick-up on Monday and the dropbox has been overflowing with returns.
- There is a Finance Committee meeting scheduled for tomorrow, in which the 2021 budget will be the main focus.
- The library has had 20 virtual programs with well over 600 attendees. All electronic data use is up.
- Music in the Air was a huge success with over 300 views and lots of positive feedback.
- The library has begun using Instagram in an effort to connect with a younger crowd.
- Susan stated that she would like to express the board's appreciation to all the library's staff for their work over this unprecedented time. Lori suggested that an email would be the best way to show thanks and Susan agreed to craft one for the board.

Friend's Report:

- Met last week and will meet again tomorrow about the future of the book sales. The library and the Friends are both planning for reduced revenue assistance in 2021.

- There is a new Friends secretary: Dayle Wright. She has lots of library experience.
- Jan shared that she attended a webinar which should help with Wednesday's meeting and how to move forward with the Friends.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve and acknowledge the presented May 2020 donations of \$2,000.00.

Discussion: None

All Ayes: 6-0

Action Item #2: Approval of 2019 Audit

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the findings of the library's 2019 Audit that was conducted by Maner Costerisan and presented by Bill Tucker at the May meeting. Discussion: None

All Ayes: 6-0

Discussion Item #1: 2021 Budget Hearing Notice

The board discussed that the budget hearing will once again be part of the August 18 board meeting and that the notice will be published in July, following the approval of the hearing notice as an Action Item.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by C. Taylor, SECONDED by J. Carr to adjourn the meeting at 7:25 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date