

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

Tuesday, July 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, & C. Berggren.

Guests: None

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 J. Carr, SECONDED by TJ Helfferich to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the June 16, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by A. Merkel to accept the General Fund Operational checks for June, 2020. Discussion: None

All Ayes 7-0

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept Financial Reports for June, 2020. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Clarified that the State's Level 3 from her report wasn't statewide, only for our region.
- SportsPort giveaway starts tomorrow. This is a 5 Healthy Towns grant initiative.
- The library continues to operate at curbside pickup and virtual events mode.
- Tech's backup to Cloud project in going really well.

- Anne reported that a friend of hers did the storybook trail with her kids and loved it.

- Charlie asked if Lori has any idea when the library will move to its next stage of opening. Lori reported that we don't have a timetable, as that's dictated by outside factors.

- Jan asked if we've had much feedback on fine free. Lori said not really, but it will probably be more evident once things return to normal.

Friend's Report:

- Going to allow limited friends back into the library soon.
- Jan reported that with the filling of the friends' secretary position, the friends now have a full slate of officers for the first time in a long time.

Other Reports Notes: None

Public Comment: None

Susan had to leave the meeting and handed over the running of the meeting to President-Elect TJ Helfferich.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by A. Merkel to approve and acknowledge the presented June 2020 donations of \$1,050.00.

Discussion: None

All Ayes: 6-0

Action Item #2: Budget Hearing Notice

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the publication of the Budget Hearing Notice in the Chelsea Guardian and the Chelsea Update, announcing that the hearing for the library's 2021 budget will take place at that August 18, 2020 board meeting. Discussion: None

All Ayes: 6-0

Discussion Item #1: Staff In-Service

The library plans to hold its annual staff in-service on Friday, August 21, and asked the board for permission to close the library's services that day, so the in-service is possible. Lori explained the staff will be split into a morning session and afternoon session to limit the number of people in the building. The theme this year will be Diversity, Inclusion, and Equity. Because of the proximity of this date, the library also asked the board to move this to Action.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #1: Staff In-Service to Action Item #3.

All Ayes: 6-0

Action Item #3: Staff In-Service

MOTION made by J. Carr, SECONDED by C. Taylor to approve the Staff In-Service date of Friday, August 21, and to formally close the library's services on that day. Discussion: None

All Ayes: 6-0

Discussion Item #2: 2021 Budget Draft

Chris will email the 2021 budget draft to the trustees in the morning. Lori asked that all questions concerning the budget draft be forwarded to her by August 11.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Charlie spoke about his hope for the Adult Learning Institute to use the library for Zoom and actual classes. He wanted the other board members to know that there are discussions taking place to further a partnership and make this possible.

Adjourn:

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date