

**Chelsea District Library Board of Trustees  
Budget Hearing**

Tuesday, August 18, 2020 6:45 p.m.  
Meeting Location: Remotely via Zoom

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

**Trustees Absent:** C. Taylor & E. Sensoli

**Staff:** Director L. Coryell, Assistant Director L. Ballard, T. Lancaster, R. Andrews, S. Rakestraw, S. Powers, E. Medrow, & C. Berggren.

**Guests:** Jennifer Kundak & Suzanne Murray

**Budget Hearing:**

S. Lackey called the budget hearing to order at 6:47 p.m. and stated that the Board is grateful to the hard work that Lori, Linda, and the other contributors put into the 2021 budget draft.

**Board Review of 2021 Budget:**

Lori walked the board through the budget section by section, highlighting the areas of fluctuation from the previous year. Key components:

- The breakdowns for Personnel, Collection, and Other Expenses are consistent with 2020.
- Total expenses up 0.9%, as is revenue.
- Circulation Fines are eliminated due to the library's decision to go fine-free and State Aid is predicted to drop, as well.

**Public Comment:** None

**Adjournment:**

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the budget hearing at 7:22 p.m.

All Ayes: 5-0

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Jan L. Carr, Board Secretary

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Date

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

Tuesday, August 18, 2020: Following Budget Hearing  
Meeting Location: Remotely via Zoom

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

**Trustees Absent:** C. Taylor & E. Sensoli

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

**Guests:** Jennifer Kundak & Suzanne Murray

**Welcome and Call to Order**

S. Lackey called the meeting to order at 7:23 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the agenda, as presented.

All Ayes: 5-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the July 21, 2020 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept the General Fund Operational checks for July, 2020. Discussion: None

All Ayes 5-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept Financial Reports for July, 2020. Discussion: None

All Ayes: 5-0

### **Director's Report Update:**

L. Coryell update:

- Lori clarified several questions from last month's meeting and went over the two recent Executive Orders and what they mean for the library.
  - No in-person library events through November.
- Young at Art exhibition going ahead.
  - Setting up in McKune and can be viewed by appointment only: single person or single household at a time.
  - Have received video clearance, too, so will put the exhibit on the website in some capacity.
- Staff In-Service is Friday and will be remote.
  - Jan asked if the board could participate, as the videos look interesting. Lori answered that the service has just been purchased for the staff, but that maybe the board can customize a similar program for their own retreat.
- Sport Port giveaway has been wildly successful and 5 Healthy Towns has extended it for three weeks, adding whiffle ball bats, hockey sticks, and football and pom-poms.
- The library will be passing out fliers for the Chelsea Pop Project, which will highlight crosswalks, bike lanes, and sharrows with colorful paint jobs.
- Lori announced, hot off the presses, the two finalists for the next Washtenaw Reads book.

### **Friends Report Update:**

- Met last week and survey showed they are very receptive to coming back and working on book sorting and cleaning in the basement. Jan and several other volunteers have already reengaged in the basement projects, though there is no plan to resume accepting donations or to restart the book sales, yet.

**Public Comment:** Jennifer Kundak shared that she'd picked up her copy of Community Reads book, *Stamped: Racism, Antiracism, and You*, and that she is excited to read it and complimented the timeliness of this reading project.

### **Discussion Item #1: Auditor Extension**

Because of the library's energy being focused on Covid-19 instead for searching for a new audit firm for the audits covering 2020-2022, Lori asked that the board extend the contract with Maner Costerisan for one additional year. She shared that she had discussed this with both bookkeeper Kerry Ballard and Chris Berggren and they both

were very receptive to this plan. It was also discussed, informally, with the finance committee, which likewise, supported this solution.

MOTION made by TJ Helfferich, SECONDED by A. Merkel to move Discussion Item #1 to Action Item #1.

All Ayes: 5-0

**Action Item #1: Auditor Extension**

MOTION made by J. Carr, SECONDED by A. Merkel to extend the contract between the library and Maner Costerisan for an additional year to cover the library's audit for the calendar year of 2020. Discussion: None

All Ayes: 5-0

**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 J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:48 p.m.

All Ayes: 5-0

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Jan L. Carr, Board Secretary

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Date