

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

Tuesday, November 17, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

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

Staff: Director L. Coryell, L. Ballard (had to leave partway through the meeting), S. Powers, & C. Berggren.

Guests: J. Hanifan

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by J. Carr to approve the agenda, as amended. Discussion: Susan asked the rest of the board to move John Hanifan's DDA/TIFA presentation before the compulsory segments and to add a Discussion Item for the topic, sliding the other Discussion Items down and making the added one #1.

All Ayes: 7-0

Presentation: John Hanifan, Chelsea City Manager (Representing the DDA)

- John spoke about the various projects and things that the DDA has done to assist the library, as well as what the DDA currently funds.
- DDA annual budget is \$400,000 and the former TIFA capture from the library was roughly \$20,000, or about 5%.
- Susan called on each board member to ask John their questions concerning the DDA and whether the library should continue to support them, now that the capture is not in place as part of the millage.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the October 20, 2020 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by A. Merkel, SECONDED by G. Munce to accept the General Fund Operational checks for October, 2020. Discussion: None

All Ayes 7-0

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

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- COVID Update: the library is tweaking the schedule to eliminate Saturday service, due to the recent restrictions and staffing issues. The final Saturday will be this coming one, November 21. There is no end date for this schedule change and the library will restart Saturday service when it's safe and able.
- The library has hired a new Comp Tech II employee, Matt Jensen, who will begin on November 30 and will hopefully join us at the December meeting.
- The Purple Rose online readings have had huge attendance and circulation numbers continue to climb.
- Jan asked about TLN library closures and whether that would affect access. Lori answered that it depends on the item, since the majority of TLN libraries are remaining open.

Friends Report:

- Donated 17 boxes, roughly 350 books to the Chelsea Retirement Community for the new library wing at the CRC.
- Jan and several other Friends attended a webinar about ways to generate revenue for libraries.
- Friend of the Year is Jean Vargas.

Other Reports Notes: Lori shared that due to COVID-19, the library will wait to choose a Volunteer of the Year until 2021.

Public Comment: None

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the library's October donations.

Discussion: None

Jan, roll-call vote: Susan – Aye, TJ – Aye, Anne – Aye, Elizabeth – Aye, Charlie – Aye, Gary – Aye, and Jan – Aye.

All Ayes 7-0

Action Item #2: At-Large Board Seat

MOTION made by E. Sensoli, SECONDED by C. Taylor to reappoint TJ to the board with a new 4-year term, running through 2024.

Discussion: None

Jan, roll-call vote: Anne – Aye, Gary – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Abstain, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #3: Board Retreat

MOTION made by J. Carr, SECONDED by C. Taylor to approve two short online Board Retreats, the first taking place December 9 at 10 a.m. and the second to be determined at the conclusion of the first or at a later date.

Discussion: None

Jan, roll-call vote: Anne – Aye, Gary – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Aye, Susan – Aye, and Jan – Aye.

All Ayes 7-0

Discussion Item #1: DDA/TIFA

- Board members emphasize it's important to ask, "What do our patrons receive from the DDA?" There is a goodwill factor in that answer, too.
- Jan wants to make this an annual decision and not just to agree to give to the DDA for any substantial length of time.
- The Board agreed to try to come to a decision by January.

Discussion Item #2: MERS Addendum

- There is an Addendum for the defined contribution part of the library's MERS plan that needs Board approval and to be signed and returned before the end of the year. Lori shared the Addendum on screen.

MOTION made by J. Carr, SECONDED by E. Sensoli to move this item to Action.

Jan, roll-call vote: Anne – Aye, Gary – Aye, Charlie – Aye, Elizabeth – Aye, TJ – Aye, Susan – Aye, and Jan – Aye.

All Ayes 7-0

Action Item #4: MERS Addendum

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the MERS Addendum and have Lori sign it.

Discussion: None

Jan, roll-call vote: Elizabeth – Aye, Charlie – Aye, Gary – Aye, Anne – Aye, Susan – Aye, TJ – Aye, and Jan – Aye.

All Ayes 7-0

Discussion Item #3: 2021 Calendar of Operations

Went over the dates.

Discussion Item #4: 2021 Board Meeting Calendar

It was noted that the December Board Meeting is scheduled for Dec. 21, 2021, and may need to be moved up, as it is close to Christmas and that could jeopardize a forum.

Discussion Item #5: Director Evaluation

- Elizabeth announced that she sent out an email earlier with the director evaluation survey attached. Managers should share with their staff.
- Due to COVID restrictions, Elizabeth is asking that surveys are emailed back to her directly, instead of being collected in a folder at the library.
- Deadline to return director evaluations is Dec. 4.

Discussion Item #6: Capital Improvement Fund Commitment

This is standard every year and Susan made a point of thanking the library for this level of responsibility.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Sent out director review survey.

Nominating Committee – Supplied minutes.

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 8:27 p.m.

All Ayes, 7-0

Janice L. Carr, Board Secretary

Date