

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

Tuesday, May 18, 2021 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: TJ Helfferich (Zooming from the City of Chelsea), G. Munce (Lyndon Township), S. Lackey (Sylvan Township), J. Carr (Sylvan Township), A. Merkel (City of Chelsea), E. Sensoli (Lima Township), & C. Taylor (Dexter Township).

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

Guests: None

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:46 p.m.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda, as amended. Discussion: Lori added 2020 Audit as Discussion Item #2.

All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by G. Munce to approve the minutes of the April 20, 2021 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept the General Fund Operational checks for April, 2021. Discussion: None

All Ayes: 7-0

MOTION made by G. Munce, SECONDED by S. Lackey to accept Financial Reports for April, 2021. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- The State has reached Step 1 of the Vacc to Normal Challenge, which means that employees can return to regular work schedules on May 24. Fully vaccinated (2 weeks after 2nd shot) employees will no longer be required to wear masks, but still must complete the Daily Health Quiz. Employees not fully vaccinated will be required to wear masks.
 - Friends and volunteers fall under the same guidelines as employees in terms of masks, but contractors, delivery personnel, and staff assisting with contractors or delivery personnel must wear masks.
- If the positive trend continues, the library is looking to reopen for browsing on Monday, June 21. Other activities will reopen in stages.
- The current library open hours will continue through the rest of the summer.
- The library will also cease to quarantine returned items.
- Gary asked about continuing remote access to future programs, which Lori confirmed is a priority. He also stressed that the library needs to continue, and even accelerate being a community leader when it comes to technology.
- MLW numbers were shared.

Friends Report:

- Shannon led a brief orientation for Google Drive.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the library's April donations. Discussion: None

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

All Ayes 7-0

Action Item #2: Extending Strategic Plan 2020-22

MOTION made by S. Lackey, SECONDED by A. Merkel to extend the library's strategic plan, due to the lost COVID year. Discussion: Make sure it's worded that this only extends the plan until 2023.

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

All Ayes 7-0

Discussion Item #1: Holiday Observance

- Lori explained that since the 4th of July falls on a Sunday this year and the library is currently closed (and hours won't change until after the summer) on Sundays that the staff would need to take alternate days off to cover the holiday. Because this would cause staffing problems and it's so soon after we reopen, she's asking that the board allow the observance of the holiday on Monday, July 5, which is also how banks and other entities are handling the holiday this year. Also, the library noted that it would be helpful if this was moved to Action sooner, rather than later, so that proper notification could be given.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #1 to Action Item #3. Discussion: None

All Ayes 7-0

Action Item #3: Holiday Observance

MOTION made by C. Taylor, SECONDED by G. Munce to observe the 4th of July holiday on Monday, July 5, due to the holiday falling on a Sunday and the library not currently being open on Sundays. Discussion: None

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

All Ayes 7-0

Discussion Item #2: 2020 Audit

Lori wanted the board to be aware that in usual times, the 2020 Audit Presentation would be on the May agenda, but because the auditors were unable to audit onsite this year, the whole process has taken longer. In short, the 2020 Audit Presentation will be on next month's agenda and will need to be approved in June, as well.

Committee Reports

Policy Committee –

Finance Committee – Susan reported minutes.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: Gary wanted to make sure that everyone was aware of Chelsea's new Social District policy, concerning open alcohol is designated areas.

Other Items:

Adjourn:

MOTION made by S. Lackey, SECONDED by A. Merkel to adjourn the meeting at 7:48 p.m.

All Ayes, 7-0

Janice L. Carr, Board Secretary

Date