

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

Tuesday, May 17, 2022 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: J. Carr, S. Lackey, A. Merkel, P. Garcia, G. Munce, & C. Taylor.

Absent: TJ Helfferich

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

Guests: None

Welcome and Call to Order

J. Carr called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the agenda, as submitted. Discussion: None

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Munce, SECONDED by C. Taylor to approve the minutes of the April 19, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the General Fund Operational Checks for April, 2022. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by S. Lackey to accept Financial Reports for April, 2022. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- There are some significant staffing changes that will be announced to staff at this Friday's all-staff meeting. Martha will take over as the new Technical Services Assistant (Lucie's former position); Amy will become the new Circ Supervisor when Terri retires later this year and has already begun training for the position; Jordan will move to replace Amy as the Lead Circ Clerk (Leslie's former position); and the library is currently in the process of hiring a Circ Library Assistant.
- The audit has been completed, so now we're waiting for a report and then we need to schedule a Finance Committee Meeting with the auditors. The audit will be presented at the June Board Meeting and will need to be discussed and approved at that meeting, as well, as it needs to be filed with the State by June 30.
- The Conflict of Interest Statement that the Board asked to have prepared for trustees to sign is ready for the Policy Committee to review and add to the Ethnicity Statement for Public Library Trustees policy.

Friends Report:

- The Friends Jewelry Sale is slated for June 2 and June 16, though there will likely be a third date added for the fall.
- The rolling computer cart for the book sales is a huge hit among the Friends.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

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

All Ayes 6-0

Discussion Item #1: Mobile CDL

Lori announced that the attorney had vetted the contract that the Community Outreach Committee negotiated with TOSV and made two suggestions: 1. To make the timeline more specific, and 2. To change the governing laws of the document from Maryland law to Michigan law. TOSV accommodated us by making both of these changes in the contract. Also, TOSV had an available 6-cylinder vehicle that was available, and so we upgraded to reserve it. With the additional add-ons of skylights, external monitor, and

bus door, the total comes to \$253, 005.61, which is slightly above the 250K the board approved at the prior meeting.

MOTION made by S. Lackey, SECONDED by C. Taylor to move Discussion Item #1 to Action Item #2, for the director to enter into contract for the \$253,005.61 amount and make required deposits to reserve the library's new bookmobile. Discussion: None.

All Ayes 6-0

Action Item #2: Mobile CDL/TOSV Contract

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the negotiated contract with TOSV in the amount of \$253,005.61 for CDL's bookmobile and to authorize Lori to make the necessary deposits to secure the vehicle. Discussion: None.

Roll-Call Vote: Patricia—Aye, Gary—Aye, Charlie—Aye, Jan—Aye, Susan—Aye, and Anne—Aye.

All Ayes 6-0

Presentation: Small Donation Campaign for Mobile CDL by Virginia Krueger

The campaign was first mentioned in the spring newsletter and a follow-up article with accompanying artwork is present in the upcoming newsletter. A new website for Mobile CDL is due to launch soon, as well. The goal of the Small Donation Campaign for Mobile CDL is to raise 10% of the vehicle cost, or \$25,000. The campaign has been dubbed, "Gifts That Go Places," and it will officially stretch from the June 10 SRP kickoff through September 15. There will be a Mobile CDL presence at the SRP kickoff with games and activities to get the public involved and there will be a lobby presence, as well, during the summer months. Virginia noted that the library views this as a golden opportunity to engage with the community. This campaign will include a social media aspect and an online survey, so that patrons can share where they think the vehicle should go. The donors will be thanked in the 2023 winter newsletter.

- Patricia brought up the idea of encouraging Facebook Fundraisers.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Gary will be at the Friday all-staff meeting to share his Washtenaw broadband presentation.

Adjournment:

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:36 p.m.

All Ayes 6-0

Anne Merkel, Board Secretary

Date