

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

Tuesday, October 18, 2022 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: TJ Helfferich, J. Carr, G. Munce, & P. Garcia.

Absent: S. Lackey, A. Merkel, & C. Taylor.

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

Guests: None

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Added Discussion Items #2 and #3 to agenda.

All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by P. Garcia to approve the minutes of the September 20, 2022 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by P. Garcia, SECONDED by J. Carr to accept the General Fund Operational Checks for September, 2022. Discussion: Gary brought up the possibility of donating old computers to charity. Linda said she would look up the policy that regulates that, 540: Sale and Dispersal of Surplus Library Equipment.

All Ayes: 4-0

MOTION made by P. Garcia, SECONDED by G. Munce to accept Financial Reports for September, 2022. Discussion: None

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- Lori informed the board that the librarians will be doing a mock book challenge to walk through the process. This will be covered at the Staff In-Service, as well.
- Walk to School Wednesday is up and running.
- We've been added as a warming center again.
- Annual Report in out for 2021 and Lori brought copies.
- The attorney answered the questions about policy 171: Electronic Communication Policy and it is ready to go back to committee now.

Friends Report:

- Annual Meeting is set for January 28 at 10:00am in the McKune Room, which will also be housing the 4th Grade Project exhibition.

Other Reports Notes: None

Public Comment: Gary shared news of broadband access points throughout the community.

Action Item #1: Donations

MOTION made by G. Munce, SECONDED by P. Garcia to approve the library's September donations and changes to the 2022 budget. Discussion: None

All Ayes 4-0

Discussion Item #1: Mobile CDL

Lori shared that her and Linda are selecting the color options this week and that once that is decided, a chase will be arriving.

Discussion Item #2: Personnel Committee (Director's Review)

An error from fiscal year 2021 will be handled in committee and addressed when their recommendations are made to the board in December.

Discussion Item #3: December Board Meeting

The December Board Meeting is still scheduled for the 20th of the month, but the board always planned to look into moving the date up to avoid holiday related conflicts that could affect a quorum. Moving the meeting up one week to December 13 is suggested.

MOTION made by G. Munce, SECONDED by J. Carr to move Discussion Item #3: December Board Meeting to Action Item #2. Discussion: None

All Ayes 4-0

Action Item #2: December Board Meeting

MOTION made by J. Carr, SECONDED by G. Munce to move the December 20, 2022 Board Meeting to December 13, 2022. Discussion: None

All Ayes 4-0

Committee Reports

Policy Committee –

Finance Committee – The minutes included led to a discussion about having more defined committee procedures that would help guide each of the committees and make it easier on chairs and new committee members.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: Gary discussed a program that the CSC will be running out for elderly, isolated individuals, with limited to no tech skills. They will be giving out very basic tablets and suggested also tying them to library cards.

Other Items: None

Adjournment:

MOTION made by J. Carr, SECONDED by G. Munce to adjourn the meeting at 7:43 p.m.

All Ayes, 4-0

Anne Merkel, Board Secretary

Date