

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

Tuesday, January 19, 2023 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: J. Carr, G. Munce, P. Garcia, TJ Helfferich, S. Lackey, & W. Reinhardt.

Absent: B. Swistock

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

Guests: None

Welcome and Call to Order

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

Chris conducted the swearing in of the 2023 Board and the trustees signed their Oath of Office forms.

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by W. Reinhardt, SECONDED by TJ Helfferich to approve the minutes of the December 13, 2022 Board Meeting, as amended. Discussion: TJ asked that the Nay votes be clearly stated as such.

All Ayes: 6-0

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the Closed Session minutes of the December 13, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by G. Munce to accept the General Fund Operational Checks for December, 2022. Discussion: None

All Ayes: 6-0

MOTION made by TJ Helfferich, SECONDED by S. Lackey to accept Financial Reports for December, 2022. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Completed the State Aid Report and submitted on behalf of the library.
- Virginia was recognized as the new Head of Marketing.
- 4th Grade Project exhibit coming up. The crates arrived yesterday and the walls are going up in McKune tomorrow. Lori gave Jessica a shout out for her outstanding work locally on the 4th Grade Project.

Friends Report:

- Friends met last week and the Annual Meeting is January 28.
- 2023 Budget was approved.
- 97 paid members and 68 ornaments sold.
- Jan reported that the December book sale made north of \$900.

Other Reports Notes: None

Public Comment: Virginia took a moment to thank the Board for their support and enthusiasm concerning her marketing promotion. She also shared a little bit of her background with both marketing and the library.

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the library's December donations and changes to the 2022 budget. Discussion: None

All Ayes 6-0

Action Item #2: Resolution to Adopt Cost Model as Set Forth in the Publicly Funded Health Insurance Contribution Act

MOTION made by S. Lackey, SECONDED by W. Reinhardt to adopt the library's hard cap option resolution to stay in compliance of PA 152 of 2011 for 2023. Discussion: none

All Ayes 6-0

Action Item #3: 2023 Board Committees

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the 2023 Board Committees roster, as presented. Discussion: None

All Ayes 6-0

Action Item #4: Amended Budget Carryovers

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the updated 2022 to 2023 budget carryovers. Discussion: Lori said the updates were primarily due to taking in December's donations and adding \$ into the budget for the next Strategic Plan. Susan asked about what sized contract needs Board approval and was told the Bridgeport Strategic Plan will need approval.

All Ayes 6-0

Discussion Item #1: Mobile CDL

- The library's bookmobile continues to be built and will be delivered in April. Linda and Kerry will travel to Maryland and fully inspect the vehicle before the final payment and delivery arrangements are made.
- Lori shared the design of the vehicle wrap.
- Librarians are currently ordering inventory for the vehicle.
- Everett will play a large role in Mobile CDL.
- The Community Outreach Committee has been a tremendous help and will continue to be.
- Virginia shared that she's looked into Mobile CDL jigsaw puzzles as a marketing tool to promote the vehicle.
- Gary announced that Mobile CDL will also be featured at the Sounds & Sights Classic Car Show.

Discussion Item #2: 2022 Budget Line Adjustments

Some of the library's initial estimates were off and, as a result, some money needs to be moved within the 2022 Budget. Lori and Linda discussed these changes and the reasons. Because of the need to finalize the 2022 Budget, the Board was encouraged to move this item to Action.

MOTION made by G. Munce, SECONDED by S. Lackey to move Discussion Item #2 to Action Item #5. Discussion: None

All Ayes 6-0

Action Item #5: 2022 Budget Line Adjustments

MOTION made by TJ Helfferich, SECONDED by S. Lackey to approve the budget line adjustments to the library's 2022 Budget. Discussion: None

All Ayes 6-0

Discussion Item #3: Staff In-Service

Lori talked about the Staff In-Service plan and that the library wishes to have it on Friday, May 12, 2023. She also stated that in order to have the In-Service closing date publicized in the Spring Newsletter, the date will need to be approved in January.

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to move Discussion Item #3 to Action Item #6. Discussion: None

All Ayes 6-0

Action Item #6: Staff In-Service

MOTION made by S. Lackey, SECONDED by P. Garcia to approve the library's proposed Staff In-Service date of Friday, May 12, 2023. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee – Gary shared that the committee has engaged in discussion about the number of hours and number of stops that Mobile CDL will be on the road per week. Staff are engaging with other libraries that already utilize a similar vehicle.

Public and Board Comment: None

Other Items:

- Gary discussed municipality reporting and that he'd like to make sure each of the municipalities are receiving the same information.
- Jan brought up the possibility of moving to a consent agenda for compulsory segments going forward, which would allow the Board to pass all of those compulsory segments in a single vote. Question of whether it's permitted under the bylaws needs further examination.
- Gary brought up moving to fully electronic packets for Board Meeting. Patricia shared that she uses an app called Good Notes to organize her packet.

Adjournment:

MOTION made by S. Lackey, SECONDED by TJ Helfferich to adjourn the meeting at 8:06 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date