

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

Tuesday, February 23, 2023 6:45pm
Meeting Location: McKune Room

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

Absent: TJ Helfferich

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

Guests: Kerry Sheldon & Brittany Galisdorfer

Welcome and Call to Order

J. Carr called the meeting to order at 6:46 p.m.

Chris administered the swearing in of Bob Swistock (who missed the January Oath of Office) and he signed his Oath of Office form.

Agenda Review, Additions, and Approval

MOTION made by W. Reinhardt, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Jan asked that Discussion Item #2 be moved to the beginning of the meeting to accommodate Kerry and Brittany from Bridgeport Consulting.

All Ayes: 6-0

Discussion Item #2: Strategic Plan 2024-2028

Lori spoke about the library's next Strategic Plan, which will be a 5-year plan and cover sustainability and community engagement. Brittany then gave some background information on Bridgeport Consulting and how they would facilitate the planning phase, if chosen, as well as her personal backstory. Kerry and Brittany also took questions directly from the Board concerning how their firm approaches strategic plan facilitation.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Munce, SECONDED by S. Lackey to approve the minutes of the January 19, 2023 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by W. Reinhardt to accept the General Fund Operational Checks for January, 2023. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by B. Swistock to accept Financial Reports for January, 2023. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori shared the fresh-off-the-press Spring Newsletter.
- The 4th Grade Project exhibit is receiving rave reviews and is running through mid-March.
- The auditors will be in the building the week of March 6-10.

Friends Report:

- Had the Annual Meeting on January 28 and elected officers for the year. There are 95 paying Friends member. Jan recommended that all Board members become Friends of CDL, as well.
- 2023 Budget was approved.
- Jan reported that the January book sale went very well and bodes well for the Friends being able to meet the library's wish list.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by W. Reinhardt, SECONDED by S. Lackey to approve the library's January donations and changes to the 2023 budget. Discussion: None

All Ayes 6-0

Discussion Item #1: Mobile CDL

- Inspection of the vehicle will take place in March—the plan is for Linda and Kerry to travel to Maryland for the inspection.
- Everett has been vetting potential stops for the vehicle.
- April 26 is National Bookmobile Day and the hope is to have the vehicle here by then.
- Shannon and Amy have been working on a designated inventory for the vehicle.

Committee Reports

Policy Committee – Lori reported that the library has been working on 4 policies, which will be sent to committee soon.

Finance Committee – Bob noted that he plans to schedule a meeting.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjournment:

MOTION made by S. Lackey, SECONDED by W. Reinhardt to adjourn the meeting at 7:37 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date