

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

Thursday, April 20 2023 6:45pm  
Meeting Location: McKune Room

**Trustees in Attendance:** J. Carr (City of Chelsea), G. Munce (Lyndon Township), B. Swistock (Dexter Township), P. Garcia (Lima Township), S. Lackey (Sylvan Township), W. Reinhardt (At-Large), & TJ Helfferich (At-Large).

**Absent:** None

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

**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 S. Lackey, SECONDED by B. Swistock to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

TJ Helfferich arrived immediately after the Agenda was approved.

**Presentation: 2022 Audit by Alan Panter of Yeo & Yeo**

Alan greeted the Board and shared that Sierra Pitock, who worked on the library's audit, was accompanying him in the presentation. The audit, he said, went very well, and he explained that Financial Reporting and Internal Controls were looked at closely.

The Independent Audit Opinion is an Unmodified (Clean) Opinion, which is the best possible opinion.

Alan next went over a power-point that focused on statistics and charts.

- Balance Sheet – went over fund balance.
- Statement of Revenues, Expenditures, and Changes in Fund Balance – property taxes increased, but donations increased substantially due to Mobile CDL.
- Governance Letter – the letter that describes the opinion and why the auditor issued it.

There were a few questions and then J. Carr thanked Alan for the presentation.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by W. Reinhardt, SECONDED by G. Munce to approve the minutes of the March 23, 2023 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by B. Swistock, SECONDED by TJ Helfferich to accept the General Fund Operational Checks for March, 2023. Discussion: None

All Ayes: 7-0

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

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Wednesday, April 26, is National Bookmobile Day and activities and tours of the vehicle are planned in celebration.
- This Saturday, however, is the Midwest Literary Walk and the lineup and schedule were noted.
- CDL librarians have been working to bring more Braille books to the library.
- There is a meeting with Bridgeport scheduled for Friday, in which the discussion and planning for the next Strategic Plan will get underway.

Friends Report:

- The Staff Appreciation Luncheon was today and, as always, was a smashing success.
- The Friends represented themselves and the library at the Chelsea Expo last Saturday and gained new membership in the process.

Other Reports Notes: None

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the library's March donations and changes to the 2023 budget. Discussion: None

All Ayes 7-0

### **Discussion Item #1: 2022 Audit**

- Many thanks were given to K. Ballard for his excellent work making the audit go so smooth and successfully. The Audit will move to Action next month.

### **Discussion Item #2: Final 2022 Budget Adjustments**

K. Ballard had wanted to make several adjustments, so that the library's final 2022 Budget matched the Audit, but was advised not to make any changes, so just wanted to explain to the Board two minor differences on how things were reported. He also noted that the changes have been made going forward, so next year and in the future we should match in reporting.

### **Committee Reports**

**Policy Committee** – Reviewed 4 policies and those policies will be on the agenda next month.

**Finance Committee** – Met with Alan Panter on April 12 and went over the Audit, which went very well.

**Personnel Committee** –

**Nominating Committee** –

**Community Outreach Committee** – Met an hour before the Board Meeting regarding Mobile CDL rollout and minutes will be included next month.

**Public and Board Comment:** None

**Other Items:** None

**Adjournment:**

MOTION made by S. Lackey, SECONDED by B. Swistock to adjourn the meeting at 7:42 p.m.

All Ayes, 7-0

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Patricia Garcia, Board Secretary

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Date

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