

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

Tuesday, May 16, 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), & W. Reinhardt (At-Large).

**Absent:** S. Lackey (Sylvan Township) & TJ Helfferich (At-Large)

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

**Guest:** Brittany from Bridgeport Consulting.

**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 G. Munce, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: Added the Bridgeport Consulting Strategic Plan presentation and discussion at the beginning of the meeting.

All Ayes: 5-0

**Presentation: Strategic Plan**

L. Coryell recapped the past Strategic Plan, which focused on Facilitation Access, noting the major achievements, particularly the bookmobile and going fine free. The new Strategic Plan will focus on Sustainability.

Brittany explained that we started by looking at the current plan to highlight that Strategic Plans actually work. She noted that it's very early in the process and that she already met with the library staff the previous Friday at the Staff In-Service. Moving forward, the process will work like a funnel, becoming more and more focused. Brittany will also be meeting with the Community Outreach Committee. When all the ideas and data have been gathered, she will return to the Board in August or September to report the findings. Then a draft will be put together in the fall, with the goal of final approval in January.

Brittany discussed the 5 focus areas of sustainability: Service, Relational, Environmental, Staff, and Financial. She then had Board Members talk about what they were most proud of in terms of the District Library's first 25 years.

S. Powers gave a detailed summary of the Strategic Planning session from the previous Friday's Staff In-Service and then Brittany distributed a handout (Trends and Opportunities to Consider as Part of Strategic Planning) and asked Board Members what resonated with them and what, if anything, they thought was missing. A discussion ensued with Brittany recording the main points. At the conclusion, she thanked the Board and told them she'd see them again in August or September.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the minutes of the April 20, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by W. Reinhardt, SECONDED by B. Swistock to accept the General Fund Operational Checks for April, 2023. Discussion: None

All Ayes: 5-0

MOTION made by W. Reinhardt, SECONDED by P. Garcia to accept Financial Reports for April, 2023. Discussion: None

All Ayes: 5-0

**Director's Report Update:**

L. Coryell update:

- Music in the Air is June 3 and there will be a reception for the Board the Friday before.
- June 1 is the City ribbon-cutting for Mobile CDL (Mabee).
- The air conditioner in the basement server room needs to be replaced and that will be a costly replacement.

Friends Report:

- Working on a new Mission Statement.
- Next year is the Friends 75<sup>th</sup> year anniversary.
- The Friends' Jewelry sale in June 8.
- The partnership with Serendipity Books is proving to be quite fruitful.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by G. Munce, SECONDED by B. Swistock to approve the library's April donations and changes to the 2023 budget. Discussion: None

All Ayes 5-0

**Action Item #1: 2022 Audit Approval**

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the library's 2022 audit, as performed and presented by Yeo & Yeo. Discussion: None

All Ayes 5-0

**Discussion Item #1: Policies**

Four policies 151 Public Comment Guidelines, 153 Role of Committee Chairs, 444 Remote Work Policy, and 530 Gifts have moved through the Policy Committee and are ready to be updated. These were looked at and briefly discussed and will return in June as an Action Item.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –** Minutes from last month's meeting included.

**Public and Board Comment:** None

**Other Items:** None

**Adjournment:**

MOTION made by W. Reinhardt, SECONDED by P. Garcia to adjourn the meeting at 8:01 p.m.

All Ayes, 5-0

\_\_\_\_\_  
Patricia Garcia, Board Secretary

\_\_\_\_\_  
Date