

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

Tuesday, June 20, 2023 @ 6:45pm  
Meeting Location: McKune Room

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

**Absent:** P. Garcia (Lima Township)

**Staff:** Director L. Coryell & C. Berggren.

**Welcome and Call to Order**

J. Carr called the meeting to order at 6:47 p.m.

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Munce, SECONDED by B. Swistock to approve the minutes of the May 16, 2023 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by B. Swistock, SECONDED by G. Munce to accept the General Fund Operational Checks for May, 2023. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by W. Reinhardt to accept Financial Reports for May, 2023. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- Music in the Air had 98 in attendance.
- Summer Reading Program kickoff: 300 kids, 220 adults.
- Mobee has made 4 forays out into the public and engaged over 130 people.

Friends Report:

- Friends met last week.
- Are considering Virginia's fundraising proposal.
- Made \$2,100 in jewelry sales, while book sale numbers remain strong.
- Will have a table at the October 7 Farmer's Market for recruitment drive.
- August 8: will start conducting Strategic Plan public surveying.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by Wendy Reinhardt to approve the library's May donations and changes to the 2023 budget. Discussion: None

All Ayes 6-0

**Action Item #2: Policies**

MOTION made by B. Swistock, SECONDED by S. Lackey to approve the updates to four library policies (151 Public Comment Guidelines, 153 Role of Committee Chairs, 444 Remote Work Policy, and 530 Gifts). Discussion: None

All Ayes 6-0

**Discussion Item #1: July Meeting**

President J. Carr and President-Elect G. Munce will be absent and other trustees are unsure if they'll be able to attend. The question of leadership and quorum have led trustees to consider cancelling the July Meeting.

MOTION made by TJ Helfferich, SECONDED by Wendy Reinhardt to move Discussion Item #1 to Action Item #3.

All Ayes 6-0

**Action Item #3: July Meeting**

MOTION made by TJ Helfferich, SECONDED by Wendy Reinhardt to cancel the July Meeting and move its business to August. Discussion: None

All Ayes 6-0

**Discussion Item #2: Budget Hearing Notice**

The one piece of July business that can't be handled in August is the Budget Hearing Notice. This is the passing of the public notification of the August Budget Hearing.

MOTION made by G. Munce, SECONDED by Wendy Reinhardt to move Discussion Item #2 to Action Item #4.

All Ayes 6-0

**Action Item #4: Budget Hearing Notice**

MOTION made by S. Lackey, SECONDED by B. Swistock to pass the Budget Hearing Notice. Discussion: None

All Ayes 6-0

**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 TJ Helfferich, SECONDED by W. Reinhardt to adjourn the meeting at 7:32 p.m.

All Ayes 6-0

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Patricia Garcia, Board Secretary

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Date