

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

Tuesday, November 14, 2023 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: G. Munce & B. Swistock

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

Guests: None

Welcome and Call to Order

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

Presentation: Strategic Plan 2024-2028 Update (Brittany, Bridgeport Consulting)

Brittany went over the draft proposal with the Board, highlighting the 9 draft initiatives and fielding questions. The Board recommended a minor change to initiative 3.2.

Agenda Review, Additions, and Approval

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

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the meeting minutes of the October 17, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by TJ Helfferich to accept the General Fund Operational Checks for October, 2023. Discussion: None

All Ayes: 5-0

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to accept Financial Reports for October, 2023. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Highlighted the exhibit quotes from Shannon's report.
- Pointed out that downloads are going up.
- 13% jump in cardholders.

Friends Report:

- J. Carr shared that the Friends are exploring adding a committee to their bylaws: The Fundraising Committee.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the library's October donations. Discussion: None

All Ayes 5-0

Action Item #2: Consent Agenda

MOTION made by W. Reinhardt, SECONDED by S. Lackey to approve the Consent Agenda. Discussion: None

All Ayes 5-0

Discussion Item #1: At-Large Board Position

Discussed the At-Large Board position that opens at the end of the year. W. Reinhardt was selected to fill the position last year and has stated her desire to continue and serve a full term. S. Lackey opined that the Nominating Committee should recommend reappointing W. Reinhardt.

Discussion Item #2: Board Officer and Committee Recommendations

A limited discussion, as G. Munce, Chair of the Nominating Committee, was absent. In the previous meeting G. Munce had mentioned keeping the same assignments as long as the personnel remained the same, which now appears more certain.

Discussion Item #3: 2024 Calendar of Operations

Election Day is back on the holiday list in 2024, as it's a National Election. TJ Helfferich asked about religious holiday policies.

Discussion Item #4: 2024 Board Meeting Calendar

Patricia is scheduled to teach Tuesday nights again in 2024, so the Board suggested meeting on the third Thursday of the month for January through April and then reverting to the third Tuesday again for May through December. The November and December dates were not thought to be in issue with holidays and can remain as scheduled.

Discussion Item #5: Director Evaluation

TJ Helfferich gave an update, stating that forms were sent out, but that the Personnel Committee is still waiting on some to be returned. In TJ's absence next month, W. Reinhardt will present the findings and committee recommendations in Closed Session.

Discussion Item #6: Capital Improvement Fund Commitment

This is yearly item at the recommendation of Mary Budzinski. K. Ballard went over how capital funds were spent in 2023.

Discussion Item #7: Strategic Plan 2024-2028

The plan will move to Action in December with the one Board recommended change.

Committee Reports

Policy Committee – L. Coryell informed P. Garcia that she has a policy for the committee to review.

Finance Committee –

Personnel Committee –

Nominating Committee – G. Munce needs to be contacted after the meeting, so he can organize a committee meeting.

Community Outreach Committee –

Public and Board Comment: None

Other Items:

Adjournment:

MOTION made by TJ Helfferich, SECONDED by S. Lackey to adjourn the meeting at 7:58 p.m.

All Ayes, 5-0

Patricia Garcia, Board Secretary

Date