

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

Tuesday, December 12, 2023 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: G. Munce & TJ Helfferich

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

Guests: None

Welcome and Call to Order

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

Consent Agenda

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the Consent Agenda that includes Board Minutes, Checks, and Financial Reports from November.
Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

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

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Cancelled Friday's Holiday All-Staff celebration due to recent Covid upsurge.
- Fireplace and surrounding reading area is going through a refurbishing.
- Jim Abbott, former U-M and Major League pitcher, is coming to the library for a program in September of 2024.

Friends Report:

- Working on a facelift for their brochure.
- Now have triple-digits in membership and some potential new leadership.
- J. Carr reported that the December book sale raised over \$1,000.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by P. Garcia, SECONDED by S. Lackey to approve the library's November donations. Discussion: None

All Ayes 5-0

Action Item #2: At-Large Board Position

MOTION made by B. Swistock, SECONDED by S. Lackey to appoint W. Reinhardt to a full 4-year-term. Discussion: None

All Ayes 5-0

Action Item #3: Board Officers and Committee Recommendations

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the Nominating Committee's officer and committee recommendations. Discussion: None

All Ayes 5-0

Action Item #4: 2024 Calendar of Operations and Holidays

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the library's Calendar of Operations and Holidays, as amended to include the May 17 Staff In-Service date. Discussion: None

All Ayes 5-0

Action Item #5: 2024 Board Meeting Calendar

MOTION made by P. Garcia, SECONDED by W. Reinhardt to approve the library's 2024 Board Meeting Calendar. Discussion: None

All Ayes 5-0

MOTION made by S. Lackey, SECONDED by W. Reinhardt to go into a Closed Session Meeting. Discussion: P. Garcia read a roll-call vote.

All Ayes 5-0

A vote to move the meeting back into Open Session occurred.

Action Item #6: Director's Evaluation

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve Personnel Committee's recommendations regarding the Director's annual review. Discussion: None

All Ayes 5-0

Action Item #7: Capital Improvement Fund Commitment

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the library's commitment to restoring funds to keep the Capital Improvement Fund fully stocked. Discussion: L. Ballard reported that roughly \$25.5K will be needed to replenish the fund.

All Ayes 5-0

Action Item #8: Strategic Plan 2024-2028

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the library's Strategic Plan 2024-2028. Discussion: None

All Ayes 5-0

Discussion Item #1: 2023 Budget Adjustment

L. Ballard explained the two adjustments, emphasizing that budgeting for utilities usually involves making educated guesses.

Discussion Item #2: Budget Carryovers (2023 to 2024)

L. Ballard passed out the carryover sheets and fielded questions from trustees.

Discussion Item #3: Resolution to Adopt a Compliance Plan as Set Forth in the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011)

L. Ballard went over the options that are available to the library and recommended the Hard Cap again.

Discussion Item #4: Resolution Honoring the Friends on Their 75th Anniversary

The Resolution in whole appeared on the Discussion Item and received rave reviews for the trustees.

Committee Reports

Policy Committee – P. Garcia informed the Policy Committee that she sent out perspective dates for an upcoming meeting prior to the Board Meeting.

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

Adjournment:

MOTION made by S. Lackey, SECONDED by W. Reinhardt to adjourn the meeting at 7:33 p.m.

All Ayes, 5-0

Patricia Garcia, Board Secretary

Date