

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

Tuesday, January 18, 2024 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: None

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

Guests: None

Welcome and Call to Order

J. Carr called the meeting to order at 6:45 p.m.

Consent Agenda

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the Consent Agenda from December, minus the Financial Reports, which will be discussed and voted on during the Committee Reports section. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval

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

All Ayes: 7-0

Presentation: Monthly Circulation Reports by Amy Zoran

Amy asked what exactly the Board would like to see in her reports and whether the information she's been sharing is useful. She went over how she get the information and formulates her reports and shared that beginning in the summer, she'll also be including a Mobe Report. The trustees gave feedback and it was decided that the detailed charts would only appear twice annually, halfway through the year and at the end of the year.

Director's Report Update:

L. Coryell update:

- Lori reported that she's joined the Chelsea Area Chamber Board and believes it will be a good investment of library time.
- Won the 2023 Non-Profit Business Leadership Chelsea Rotary Club Award.
- Downloads are steadily increasing and the library is already adapting.
- The library is losing two members of the circulation team, but for very positive reasons.
- Shared the new Chelsea District Library logo to rave reactions.

Strategic Plan:

- Put together a database for recording initiatives.

Friends Report:

- The Annual Meeting is coming up later this month, Jan. 29 at 10am (with business to start at 10:30).
- Resolution will be presented at the Annual Meeting.
- Book Sale is rescheduled for this coming weekend after last Saturday's weather closing.
- Jan shared that they recently received six new applications for book sale volunteers.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the library's December donations. Discussion: None

All Ayes 7-0

Action Item #2: 2023 Budget Adjustments

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the two 2023 Budget adjustments that were requested. Discussion: None

All Ayes 7-0

Action Item #3: Budget Carryovers (2023 to 2024)

MOTION made by G. Munce, SECONDED by B. Swistock to approve the library's list of budget carryovers from 2023 to 2024. Discussion: None

All Ayes 7-0

Action Item #4: Resolution to Adopt a Compliance Plan as Set Forth in the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011)

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the library's hard cap option request for the mandatory PA 152 state filing. Discussion: None

All Ayes 7-0

Action Item #5: Resolution Honoring the Friends on Their 75th Anniversary

MOTION made by TJ Helfferich, SECONDED by S. Lackey to approve the Resolution honoring the Friends for 75-years of greatness. Discussion: None

All Ayes 7-0

Discussion Item #1: Board Retreat

The Board discussed topics and dates for their 2024 retreat and settled on a presentation by Karen Lancaster of the Woodhill Group on May 30, starting at 9am. The day will include the regular May Board Meeting as part of its business and conclude with a lunch.

Committee Reports

Policy Committee –

Finance Committee – B. Swistock went over a recent check washing incident and that new checks and balances are in place to prevent it from happening again. He also gave a wrap-up of the financial year and said that he's very happy with the library's finances. At this point the Financial Reports were brought for approval.

MOTION made by W. Reinhardt, SECONDED by S. Lackey to approve the library's Financial Reports for December, 2023. Discussion: None

All Ayes 7-0

Personnel Committee –

Nominating Committee –

Community Outreach Committee – S. Lackey stated that the committee met and will be periodically sending out talking points for trustees. There will also be a Doodle Poll coming from Lori about availability to do introductions at library events.

Public and Board Comment: None

Other Items:

Adjournment:

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

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date