

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

Thursday, February 15, 2024 6:00 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, S. Powers (just for the video), K. Ballard, & C. Berggren.

Guests: None

The Trustees started at 6 p.m. with an hour-long video: Navigating Material Challenges for Library Trustees.

Welcome and Call to Order

J. Carr called the meeting to order at 7:07 p.m.

Consent Agenda

MOTION made by S. Lackey, SECONDED by G. Munce to approve the Consent Agenda from January. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the agenda, as amended, with Discussion #4 added. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- L. Coryell distributed a picture of staff with names attached, which had been requested by a board member.
- Two new Circ staff will be arriving shortly.
- G. Munce asked Lori about the makeup of the Chamber of Commerce Board.

- J. Carr asked about the changes in Mobee's schedule. The Pines, the hospital, and St. Barnabas Church are being added.

Friends Report:

- The Friends gained 21 new members in 2023.
- Currently looking into two dates for the Staff Appreciation Luncheon.
- Will be piggybacking with Music in the Air on June 1 to celebrate the Friends 75th anniversary working in Chelsea with the library.
- Have three new officers.
- Handed out 120 cocoa packs at February book sale.

Other Reports Notes: G. Munce spoke about the Lyndon broadband initiative and how a control box is being set up on library grounds, near the other control boxes on Orchard St. This initiative will also boost the library's broadband width. He also mentioned that the boxes will be receiving decorative wraps at some point.

Public Comment: None

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the library's January donations. Discussion: None

All Ayes 7-0

Action Item #2: 2023 Board Retreat

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the proposed date of May 30 for the Board Retreat (with the May Board Meeting taking place before the planned retreat itinerary. Discussion: None

All Ayes 7-0

Discussion Item #1: Policies

P. Garcia and L. Coryell spoke about the need to create the new Programs Reconsideration Policy (Policy 330) and update the Library Materials Reconsideration Policy (Policy 310), along with the forms for each. S. Lackey asked about the selection process for materials and L. Coryell suggested inviting S. Powers to a future meeting to discuss that process.

Discussion Item #2: 2025 Budget Prepay (Exhibit Deposit)

K. Ballard explained the exhibit deposit and how it's a prepay that will be in the 2025 Budget. He suggested that we move \$1,500 from the fund balance to cover the expense.

Discussion Item #3: Budget Adjustment

L. Coryell explained that a grant didn't come through in the way that we expected (instead of receiving the money directly, the items were purchased for patrons), so that money needs to come out of the 2024 Budget. S. Lackey pointed out that the expenditure will need to come out, as well.

Discussion Item #4: 2023 Budget Adjustment/Carryover

L. Ballard explained that because we had essentially only one Mobe line in 2023 and it was a capital restricted line (980.910), we had to break the non-capital items out of that line in anticipation of the audit. Those items include supplies, collection, promotional, and programming. There was enough in most of these areas of the budget to absorb the funds, but not enough in collections. Therefore, the library needs to move \$23,516 from Capital Restricted/Mobile CDL 980.910 to Collection Restricted 982.910 to cover. With this change, the amount of unspent Capital Restricted/Mobile CDL 980.910 funds we need to carryover will increase from \$25,653 to \$37,490. These funds will now carryover to a new line, Mobe Programs 884.700.

MOTION made by S. Lackey, SECONDED by W. Reinhardt to move Discussion Item # 4 to Action Item #3. Discussion: None

All Ayes 7-0

Action Item #3: 2023 Budget Adjustment/Carryovers

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the 2023 Budget adjustments and amended carryover described in Discussion Item #4. Discussion: None

All Ayes 7-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: J. Carr asked if any trustees will be absent from future meetings, in the interest of maintaining quorums. At least one trustee will be absent in March, April, June, and July.

Adjournment:

MOTION made by S. Lackey, SECONDED by B. Swistock to adjourn the meeting at 8:03 p.m.

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date