

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

Thursday, March 21, 2024 6:45 p.m.  
Meeting Location: McKune Room

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

**Trustees Absent:** S. Lackey

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

**Guests:** None

**Welcome and Call to Order**

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

The Trustees took their Oath of Office and signed their Conflict of Interest Statements.

**Consent Agenda**

MOTION made by W. Reinhardt, SECONDED by G. Munce to approve the Consent Agenda with the February minutes and financials. Discussion: None

All Ayes: 6-0

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

**Presentation: Exploring Opportunities for AI in the Public Library (S. Rakestraw)**

Scott discussed AI in detail and how AI ties into the library's mission statement and what we need to do in regards to expanding AI technology. Went over plan to bring AI to CDL: Explore > Test > Evaluate. The presentation was followed by a round of questions from the trustees.

## **Director's Report Update:**

L. Coryell update:

- Lori reported that we've collected most of the district revenue.
- Several FIOA requests recently and how we've dealt with them.
- Latest patron count over our service area is 60%.
- Linda went over the plan to replace the library's boilers.

**Public Comment:** None

## **Action Item #1: Donations**

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

All Ayes 6-0

## **Action Item #2: Policies**

MOTION made by B. Swistock, SECONDED by G. Munce to approve the new Programs Reconsideration Policy (Policy 330) and update the Library Materials Reconsideration Policy (Policy 310), along with the forms for each. Discussion: None

All Ayes 6-0

## **Action Item #3: 2025 Budget Prepay (Exhibit Deposit)**

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the library's solution for prepaying the exhibit deposit that is in the 2025 Budget. Discussion: None

All Ayes 6-0

## **Action Item #4: Budget Adjustment**

MOTION made by B. Swistock, SECONDED by TJ Helfferich to remove the incoming and outgoing grant money for the purchase of Authors in Chelsea books from the 2024 Budget, after the books were purchased for the library instead of the money being given. Discussion: None

All Ayes 6-0

## **Discussion Item #1: Further Agenda Review**

J. Carr wants to appoint a special ad hoc committee to explore further changes to the agenda and possibly the bylaws. Gary, Susan, and Jan will make up this committee and if they find any further action needs to take place, they will bring it to the entire board at that time.

## **Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** W. Reinhardt brought up messages sent directly to board members and J. Carr stated that she'd replied, but had heard no reply afterwards. G. Munce also thanked and complimented W. Reinhardt for her Authors in Chelsea introduction.

**Adjournment:**

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 8:10 p.m.

All Ayes, 6-0

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Patricia Garcia, Board Secretary

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Date