

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

Thursday, April 18, 2024 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: Alan Panter (via Zoom)

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 G. Munce to approve the Consent Agenda with the March minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by G. Munce to approve the agenda, as amended. Discussion: L. Coryell and P. Garcia requested that a Discussion Item be added for a new policy concerning the Library Public Relations and Media Policy.

All Ayes: 6-0

Presentation: Yeo & Yeo 2023 Audit (Presented by Alan Panter)

- Alan Panter reported that the audit went very smoothly and thanked K. Ballard for his tireless work.
- A brief overview of the audit revealed a clean, unmodified opinion, which is the best opinion possible.
- Went over the Balance Sheet: Fund Balance went down because of purchase of bookmobile (Capital Outlay).
- Went over Expenditure Graphs

- Governance Letter included notes that budget amendments need to happen before the end of December.

Director's Report Update:

L. Coryell update:

- G. Munce will be representing the Board at the Midwest Literary Walk.
- S. Powers will present on Collection Development at the June Board Meeting.

Friends Report Update:

- J. Carr reported that again over \$900 was made at the book sale, and noted, that perhaps this is the new norm.
- L. Coryell thanked the Friends for the wonderful Staff Appreciation Luncheon, noting how much the staff looks forward to the event each year.
- Friends will be honoring their 75th anniversary on June 1 in the Reading Garden.

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the library's March donations. Discussion: G. Munce reiterated how important the Friends' contributions are to what the library is able to do.

All Ayes 6-0

Discussion Item #1: New Public Relations and Media Policy

Involves making public statements for the library and the channels in which information is publicly shared.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: G. Munce thanked the library once more for housing the Lyndon broadband box in the lawn along Orchard St. and pointed out that the library is receiving additional broadband capabilities, too, and that perhaps that such be noted in the library's Technology Plan 2024-2029.

Other Items:

- L. Ballard went over the recent Facility Compliancy Report.
- J. Carr shared some ideas from the State of Michigan Friends meeting she attended in Lansing.

Adjournment:

MOTION made by B. Swistock, SECONDED by S. Lackey to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date