

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

Tuesday, July 16, 2024 6:45pm  
Meeting Location: McKune Room

**Trustees in Attendance:** J. Carr, B. Swistock, S. Lackey, TJ Helfferich, & W. Reinhardt.

**Trustees Absent:** G. Munce & P. Garcia

**Staff:** Director L. Coryell, Asst. Director L. Ballard, & K. Ballard.

**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 with the June minutes and financials. Discussion: None

All Ayes: 5-0

**Agenda Review, Additions, and Approval**

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

All Ayes: 5-0

**Director's Report Update:**

L. Coryell update:

- Mobee has been invited to the Detroit Festival of Books at Eastern Market this Sunday.
- SRP already at 50%.

**Friends Report Update:**

- Jewelry sale raised \$1,036. Will do for one more year.
- Putting plan in place to sell leftover items from in-service cleanup day.
- Book sale raised \$1,028 on Saturday.

- Memorandum of Understanding with Friends to clarify relationship.
  - Question about who signs memorandum, Board or Administrator? S. Lackey will look into it.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the June donations. Discussion: None

All Ayes 5-0

**Action Item #2: Agenda Public Participation Guidelines**

MOTION made by B. Swistock, SECONDED by S. Lackey to approve the proposed changes. Discussion: None

All Ayes 5-0

**Action Item #3: Budget Hearing Notice**

MOTION made by TJ Helfferich, SECONDED by S. Lackey to post the budget hearing notice in the Sun Times. Discussion: Slight change due to increased revenue. J. Carr will sign the resolution in P. Garcia's absence.

All Ayes 5-0

**Discussion Item #1: Remaining Debt Service Funds**

Funds leftover from the bond payment will move to operating funds. Garage for Mobee discussed.

**Committee Reports**

**Policy Committee** –

**Finance Committee** – B. Swistock will send notes on meeting and review of approved financials.

**Personnel Committee** –

**Nominating Committee** –

**Community Outreach Committee** –

**Public and Board Comment:** None

**Other Items:**

- L. Coryell reported that progress is being made in the challenge and to expect a report next month, as August 6 is the deadline to reply. It would go to the Board if the challenger does not accept the administration's decision.

**Adjournment:**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to adjourn the meeting at 7:38 p.m.

All Ayes, 5-0

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Patricia Garcia, Board Secretary

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Date