

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

Tuesday, September 17, 2024 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

Staff: Director L. Coryell, Asst. Director L. 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 with the August 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 adds Discussion Item #3 Resolution to Build Mobee Garage.

All Ayes: 6-0

Presentation: Garage Blueprints/Planning by Jess Spike (Construction Design Services)

Jess shared his vision for the Mobee Garage project.

- Tree removal gets complicated because of city ordinance.
- Will need to clear Planning Commission and City Council in October.
- After those hurdles he can apply for a Building Permit. Hoping to break ground in early November and complete project by mid-January.

Director's Report Update:

L. Coryell update:

- Have hosted 5 libraries, who've come to see Mobee. Special Ops is giving us hardware as thanks for the advertising.
- Shuffled Marketing and Tech offices.
- Matt has moved from the IE office to the Information Services office.
- Jim Abbott is in Chelsea for Artist in Residence tomorrow. David Schaible will be introducing him at the evening event.
- Library IQ has been a tremendous tool and examples are present in Shannon's report.
- G. Munce inquired about the library's disaster recovery plan for IT. L. Coryell will discuss with Scott. L. Ballard pointed out the current plan involves TLN.

Friends Report Update:

- Friends are donating \$5,000 to the Mobee Garage.
- August book sale set Friends' sale record.
- Have their new book sale banner.

Public Comment: G. Munce spoke about the importance of the senior millage on the November ballot for Washtenaw County.

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the August donations. Discussion: None

All Ayes 6-0

Action Item #2: 2025 Budget Approval

MOTION made by S. Lackey, SECONDED by G. Munce to approve the library's 2025 Budget. Discussion: None

P. Garcia read a Roll Call Vote: G. Munce – Aye, B. Swistock – Aye, J. Carr – Aye, S. Lackey – Aye, W. Reinhardt – Aye, P. Garcia – Aye.

All Ayes 6-0

Action Item #3 Chelsea District Library & Friends Memorandum of Understanding

MOTION made by B. Swistock, SECONDED by W. Reinhardt to allow Director L. Coryell to sign a Memorandum of Understanding with the Friends. Discussion: Changed "adopts" to "approves authoring Library Director to enter into a."

All Ayes 6-0

Action Item #4: Policies 211 Borrower Registration and 431 Library Relations and Media Policy

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the two policies, 211 and 431. Discussion: Board chose the version with “redacted,” but changed to language to “may be redacted.”

All Ayes 6-0

Action Item #5: Agenda Items

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the proposed changes to the monthly meeting agenda. Discussion: None

All Ayes 6-0

Discussion Item #1: Expiring Trustee Term

At-Large Trustee TJ Helfferich’s term is ending at the end of 2024. She has agreed to serve another term and the Board will reappoint her in October.

Discussion Item #2: Audit RFPs

B. Swistock walked the Board through the Finance Committee’s meeting on choosing an auditor, the process, and the RFPs the library received. The Committee liked multiple proposals, but ultimately recommended staying with Yeo & Yeo for 2024 and 2025, with an option for 2026.

L. Coryell asked that this Discussion move to Action, so that she can let the competing firms know of our decision.

MOTION made by S. Lackey, SECONDED by W. Reinhardt to move Discussion #2 Audit RFPs to Action #2 Audit Contract 2024-2026.

All Ayes 6-0

Action Item #6: Audit Contract 2024-2026

MOTION made by B. Swistock, SECONDED by P. Garcia to extend the audit contract with Yeo & Yeo for 2024 and 2025, with the option for 2026. Discussion: B. Swistock read the contract offer amounts for the competing firms and commented that he thought the Finance Committee acted admirably.

All Ayes 6-0

Discussion Item #3: Garage Build Plan

L. Coryell expressed that she’d like this to move to Action tonight, so that the project can begin as soon as possible. Also discussed how important it is to keep Mobee

protected from the elements and that we have the money in the budget to do the build this year.

L. Coryell asks for a resolution to approve the build of a garage for Mobee, not to exceed \$140K, and highlights that the firm being used is local and offering multiple discounts, and that there's a need to get the project done in a timely matter in order to protect a valuable asset.

MOTION made by W. Reinhardt, SECONDED by S. Lackey to move Discussion #3 Garage Build Plan to Action #7 Garage Build Plan.

All Ayes 6-0

Action Item #7: Garage Build Plan

MOTION made by S. Lackey, SECONDED by W. Reinhardt to authorize the library administration to enter into a contract with Construction Design Services, not to exceed \$140K. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee – Fixed Asset and Fund Balance policies are being worked on.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjournment:

MOTION made by B. Swistock, SECONDED by G. Munce to adjourn the meeting at 8:14 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date