

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

Tuesday, October 15, 2024 10:00 a.m.
Meeting Location: Farmers & Merchants Room at CSB

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

Trustees Absent: P. Garcia

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

Guests: None

Welcome and Call to Order

J. Carr called the meeting to order at 10:00 a.m.

Consent Agenda

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the Consent Agenda with the September minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the agenda, as amended. Discussion: Discussion Item #2 Personnel Committee's Director Review Process was added.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Scott will be at the November meeting to discuss all things technology at the library, however Lori would like to have any specific questions to him by October 31.
- Song Fest was Friday and it was another well-attended and successful library program. Lori thanked the board members who made it to the event.
- Lots of pop-up Mobeestops scheduled this next month, including several Trunk-or-Treat events and a stop at the flag football championships at the high school.

- At the all-staff meeting on Friday, Virginia will be introducing staff to the new webpage.
- Reminder that the library is closed on Election Day.
- On Friday's, Scott has been sending out AI information and projects for staff.
- Lake Trust Credit Union sent volunteers and a donation check to the library on Monday.
- J. Carr asked Linda about the boiler replacement project. Linda reported that the boilers are up and running, though she's still waiting for the state inspector to schedule a visit.

Friends Report Update:

- Friends had a record book sale in September, though October was less (Jan thinks the farmers market moving locations might have contributed).
- Lori reported that she left the Friends the library's next wish list.
- The Library/Friends Letter of Understanding has been left with the Friends for signing.

Public Comment: None

Action Item #1: Donations

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the September donations. Discussion: None

All Ayes 6-0

Action Item #2: Expiring Trustee Term

MOTION made by G. Munce, SECONDED by S. Lackey to reappoint TJ Helfferich to a new At-Large Trustee Term. Discussion: None

All Ayes 6-0

Discussion Item #1: 2024 Budget Adjustments

Lori explained the three moves and why each is necessary. J. Carr had a question about GASB87 and Kerry answered it and also explained that going forward the auditor wants all final budget changes for a fiscal year to occur before the end of December.

Discussion Item #2: Personnel Committee's Director Review Process

TJ Helfferich, as the Chair of the Personnel Committee, announced that forms will be coming out soon for the annual Director's Review, and that W. Reinhart had reformatted

the form, which has improved it greatly. Still a question on whether the review will move to Action in November or December.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications:

- TJ Helfferich asked about possibly moving the December meeting up to avoid the holidays interfering with a quorum and S. Lackey likewise asked whether the November meeting would need to be changed to accommodate the Chelsea Planning Commission meeting on the same evening. Much discussion followed at which point the November Board Meeting was rescheduled for Monday, November 18 at 10 a.m. and the December Board Meeting was rescheduled for Friday, December 13 at 10 a.m.
- G. Munce reminded trustees that the Nominating Committee will be forming the 2025 committees soon and that if anyone has a burning desire to be part of any particular committee, they should share that desire with either him or another member of the Nominating Committee.
- There was a short discussion about possible Mobee visits to Sharon Township and whether it makes sense to try to bring the community into the district library consortium.

Adjournment:

MOTION made by W. Reinhardt, SECONDED by B. Swistock to adjourn the meeting at 10:39 a.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date