

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

Tuesday, November 18, 2024 10:00 a.m.
Meeting Location: McKune Room

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

Trustees Absent: None

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

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 W. Reinhardt to approve the Consent Agenda with the October minutes and financials. Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: Added S. Rakestraw as a guest speaker to discuss the internet outages at the library the week before and the technology backup plans at Chelsea District Library.

All Ayes: 5-0

TJ Helfferich arrived

Presentation: S. Rakestraw on Technology Backups and Outages

- S. Rakestraw discussed the services and relationship contracted through TLN (The Library Network). The internet and connection issues started last Monday and lasted on and off for three days.
- L. Coryell thanked S. Rakestraw for his efforts to keep the library online through use of hotspots and Mobee.

- S. Rakestraw spoke about how to handle a drop in service if he's not available: TLN is the primary backup, but Knight Technologies may also be contracted to assist in technology matters.

P. Garcia arrived

Director's Report Update:

L. Coryell update:

- CDL is winding down the year and closing out the 2024 Budget. Audit will begin in early March.
- The Lockers, who assist with Walk to School Wednesdays, have been named the Volunteers of the Year.
- Planning Commission is tomorrow night for the garage. That will start the wheels in motion, but will still need a final stamp of approval from the city.
 - The project was approved with a hard cap and several additional expenses (curb leveling and sprinkler moving) have already been added. The question of what happens if the project goes over budget came up.
 - B. Swistock spoke about his concerns about the process of approving the garage.
- S. Lackey motioned to add Discussion Item #5 to reevaluate the garage project. MOTION by S. Lackey, SECONDED by TJ Helfferich.

All Ayes: 7-0
- Holiday Volunteer Appreciation Party is scheduled for December 7 at 5:30pm. The Friend of the Year and Volunteer of the Year will be celebrated.

Friends Report Update:

- L. Ballard attended the meeting in L. Coryell's absence.
- Finances in great shape.
- Google Docs has been a challenge and L. Coryell suggested that maybe S. Rakestraw could help familiarize the system to the Friends volunteers. J. Carr thought that would help, but they'd need a crib sheet.

Public Comment: None

Action Item #1: Donations

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

All Ayes 7-0

Action Item #2: 2024 Budget Adjustment

MOTION made by S. Lackey, SECONDED by B. Swistock to approve the proposed updates to the 2024 Budget. Discussion: None

All Ayes 7-0

Discussion Item #1: Board Officers and Committee Recommendations

G. Munce shared the Nominating Committees recommendations for officers and committee assignments. The one temporary holdup is the treasurer. This will move to Action in December.

Discussion Item #2: 2025 Calendar of Operations

L. Coryell recommended adding Martin Luther King Jr. Day to the list of proposed library holidays. This will move to Action in December.

Discussion Item #3: 2025 Board Meeting Calendar

P. Garcia again has winter term Tuesday night classes, so the proposed fix is again to change the first four meetings from the third Tuesday of each month to the third Thursday. This would make the first four meeting dates: January 16, February 20, March 20, and April 17. This will move to Action in December.

Discussion Item #4: Capital Improvement Fund Commitment

This is an annual housekeeping initiative to keep the Capital Improvement Fund at \$100,000.00 at the beginning of each new budget year, as recommended by Mary Budzinski. S. Lackey asked how much was needing to move. This figure will be emailed prior to the December board meeting. This will move to Action in December.

Discussion Item #5: Mobee Garage Reevaluation

The question is whether to add contingency funds to the budget for this project or to gather more information and send it back to the Board. S. Lackey proposed soliciting two additional RFPs from known local contractors.

MOTION made by S. Lackey, SECONDED by W. Reinhardt to move Discussion Item #5 to Action Item #3. Discussion: B. Swistock and G. Munce agree that this makes for a stronger process.

All Ayes 7-0

Action Item #3: Mobee Garage RFPs

MOTION made by S. Lackey, SECONDED by B. Swistock to solicit two additional estimates from known local contractors for the bookmobile garage. Discussion: None

Aye 6, Nay 1

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – TJ Helfferich reported that Director Evaluations have been returned and the Personnel Committee has another scheduled meeting and will make their recommendation at the December Board Meeting.

Nominating Committee –

Community Outreach Committee –

Communications:

- J. Carr encouraged trustees to renew their Friends memberships and shared that there's a Zoom webinar this Thursday on library law, hosted by our attorney, Anne Seuryck.

Adjournment:

MOTION made by W. Reinhardt, SECONDED by B. Swistock to adjourn the meeting at 11:42 a.m.

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date