

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

Thursday, February 20, 2025 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: G. Munce, W. Reinhardt, B. Swistock, TJ Helfferich, & A. Fox.

Trustees Absent: P. Garcia & J. Carr

Staff: Director L. Coryell, Asst. Director L. Ballard, C. Berggren, V. Krueger, A. Zoran, S. Powers, & K. Ballard.

Guests: None

Welcome and Call to Order

G. Munce called the meeting to order at 6:45 p.m.

Consent Agenda

MOTION made by TJ Helfferich, SECONDED by B. Swistock to approve the Consent Agenda with the January 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 presented. Discussion: None

All Ayes: 5-0

Presentation: Virginia's Outreach Program

- V. Krueger gave the Board some background information on her time at the library.
- Talked about Mobee:
 - How the schedule was built and what services the bookmobile provides the community.
 - Successes and opportunities to learn.

- Numbers vs. Experiences/Stories (How to define success).
- What comes next: Went over spring and summer programming.
- Spoke about other outreach:
 - Walk to School Wednesdays
 - Librarian School Visits
 - Authors in Chelsea
 - Artist in Residence Jim Abbott Program
- 2025 Goals:
 - Quality over Quantity
 - Enhance experience and spread success stories
 - Add technology assistance through Everett on Mobee

Director's Report Update:

L. Coryell update:

- Passed out staff photos with names to the Board to assist with trustees learning about the staff.
- Also shared the library's procedure statement for Law Enforcement Record Request and Search.
- In-Service is next Friday.
- Management Retreat in early February was a great success.
- In the process of migrating from paper payroll to digital.
- Neighbor's Read with Dexter and Serendipity Books was a smashing success with very strong numbers and participation.
- Yeo & Yeo letter to the Board is included in Communications.

Friends Report Update:

- Book sale went well.
- The Friends are donating \$5,000.00 for the library's new privacy booth.
- Linda gave an update on the garage project.

Public Comment: None

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by W. Reinhardt to approve the January donations. Discussion: L. Coryell pointed out that the expense line number for one of the donations has changed.

All Ayes 5-0

Discussion Item #1: Budget Adjustment

Library IQ was originally budgeted as a subscription, but it is actually software, so needs to move from a Shannon line to a Scott line. This will move to Action in March.

Discussion Item #2: Board Retreat

G. Munce spoke about two areas that he would like to address at the Board Retreat: Board Performance and Being Vigilant About Protecting the Library.

- In terms of performance, he would like the Board to contemplate and discuss strengths, weaknesses, and opportunities.
- In terms of vigilance, he wants the Board to try to anticipate possible threats to collections, staff, and finances.
- TJ Helfferich suggested maybe forming a sub-committee to discuss options. In the meantime, staff and MLA are good resources for gathering information about potential threats.
- L. Coryell will look into sharing the ALA board-related videos that were previously shown at board meetings several years ago.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Communications:

- B. Swistock and TJ Helfferich will not be present for the March board meeting.

Adjournment:

MOTION made by B. Swistock, SECONDED by W. Reinhardt to adjourn the meeting at 7:39pm.

All Ayes, 5-0


Janice L. Carr, Board Secretary

3-20-2025
Date

