

Friends of the Chelsea District Library  
Board Meeting Minutes  
Feb.11, 2025

- (1) The meeting was called to order at 4:58 by Dayle Wright, president
  - (2) Roll call: in attendance were Dayle Wright, Lisa Climer, Nancy Neff, Sudha Myers, Jan Carr, Megan McCall, Library Director Lori Coryell and Virginia Krueger. Terri and Nancy W. were absent with prior notice.
  - (3) Public comment-none
  - (4) Jan moved that the agenda for today's meeting be approved, Lisa seconded, motion passed unanimously.
  - (5) Minutes of the Jan. 14, 2025 meeting were reviewed and minor corrections made. Sudha moved that the minutes as amended be approved, Jan seconded. The motion passed unanimously.
  - (6) Director's report- see attached. Virginia discussed a possible Google ad campaign. This would enable library items to come up when someone does a Google search. There is a Google Ad grant available for 501C 3 Organizations to cover the cost. Jan moved that the Friends act as an applicant for the Google ad grant, Sudha seconded the motion. The motion was approved. Virginia will apply for the grant on behalf of the Friends.
  - (7) Chair reports
    - Megan– Secretary, sent out January minutes
    - Lisa- Communications

Here's a list of the information passed on to Facebook members:  
1/16 membership  
1/21 Friends annual meeting  
1/23 Friends annual meeting  
1/28 Neighbors Read  
1/30 Shared Library's messages about driveway closure  
1/31 Call/request for shipping scale for book sale  
2/4 Book sale & chocolate extravaganza  
2/6 Book sale, sci fi overload & chocolate extravaganza
- Trust article--Ran in both Chelsea Update & Sun Times
- CDL pays for the posting of the friend's website and does back-end management. The library is moving to a new website and would like the Friends to do so also. Lisa made a motion that the Friends move their website to the library's new website. Jan seconded the motion and it passed unanimously.

- Sent out directions on how to get on Google Drive, but the second factor authentication has been a challenge. Virginia will talk with Scott to see if there is any way to take second factor off.
- Plans to finish writing up process for setting up the Farmers Market table, use of the Square & iPad, messaging to visitors at table before expo.

- Nancy - Treasurer

Summary of Finances for Jan 2025

Year Expended – 8.33% Year Expended

Checking Account Balance as of 12/31/24 - \$10,186.02

2024 Income Budget Total - \$23,835

Income for Jan 2025

Used Book Sale - \$631.81

Friendly Book Cart - \$400.00

Brandon Books - \$61.05

Serendipity Books - \$558.33

Membership - \$359.35 - 1 New Memberships, 6 renewals

Donations - \$277.52

Interest Earned - \$31.19

**Total Jan 2025 Income - \$2,319.25**

**YTD Income for 2025 received- \$2,319.25 of \$23,835.00 (9.73% of budget)**

Expenses for Jan 2025

Business Fees - \$150.00 – Chamber Dues and FOML Dues

Book Sale Supplies - \$98.61 – Dots, Mailer Envelopes, Windex, Kleenex

Additional Wish List Item - \$5,000 – Mobee Garage Donation

**Total Expenses for Jan 2025 - \$5,248.61**

**YTD Expenses for 2025 spent - \$5,248.61 of \$28,835.00 (18.20% of budget)**

Ending Checking Balance as of 01/31/25 - \$6,257.42

Circulation Desk - \$70.00

Business Savings Account - \$16,354.90

Total Cash on Hand 01/31/25 - \$22,682.32

- Sudha-Membership Chair

- Has done a big overhaul of the email list and coordinated it with Nancy Neff. Has made a Google Group of our Friends emails.
- Global mailing list - 375 contacts
- Email list – 293 contacts
- Snail mail - 7 contacts
- Paid memberships - 75 (removed expired memberships)
- Members with birthday vouchers – 18
- 33 renewal notice mailed (2 bounced)
- 3 birthday vouchers mailed (1 undeliverable email, 1 snail mail)
- 8 membership renewal thank you sent
- 1 new member email sent

- Terri- Hospitality-
  - Reported to Dayle that she is preparing for the April 10th Staff Appreciation Luncheon
- Jan-UBS Chair
  - UBS update, Sale was very successful with \$1015 raised.
  - Shipping scale- Current one died, Jan purchased a new one which is malfunctioning. Lori will ask Scott to take a look to see if it can be fixed.
  - Glenna Jo Christen, is taking over the responsibility of replenishing the content of the Little Free Libraries and the book carts at Chelsea Hospital.
- Nancy W-President Elect No report.
- Dayle-President
  - 2025 Work Plan

#### (8) Old business

- Funding of soundproof cubicle- Jan made a motion that the Friends donate \$5000 toward the purchase of a single privacy pod/study room. Sudha seconded the motion and the motion passed. Lori has indicated that the friend's logo will be placed on the cubicle.
- Senior Expo planning, 3/8/25, same date as UBS. We are registered; cost was \$50.  
Volunteers needed to staff table 10 AM-2 PM. Set-up begins at 9. Lisa and Dayle are coordinating but volunteers are at a premium. Wed UBS volunteers will be approached.
- There is room on the Lifetime Members plaque for more names. Megan made a motion that the name of Lynn Fox be added, Jan seconded the motion and it passed. Lori indicated that the library has a vendor who could do the engraving.

#### (9) New Business

- Donation to *Enchanted Rose* sculpture: Donations have been progressing. Jan moved that we tabled discussion of Friends donating until next month. Nancy N. seconded the motion and it passed.

(10) Adjournment: Megan made a motion to adjourn the meeting, Jan seconded, motion carried unanimously. Meeting adjourned at 6:05.

Minutes recorded by Megan McCall, Secretary



## **Director's Report for Friends February 2025 Meeting**

### **Staff In-Service Day**

The all-staff in-service day is scheduled for Friday, February 28. The library will be closed that day. Here is the day's agenda:

8:30 - 9am	Breakfast (remarks by Board President Gary Munce)
9-noon	DiSC training with Cindy Daniel
Noon-1pm	Lunch
1-2pm	CDL Finances with Karen Lancaster
2-2:30pm	Heartland timekeeping training via Zoom with Vishal K.
2:30-3:30pm	Staff orientation to Heartland timekeeping & scheduling
3:30-4pm	<i>Law Enforcement Record Request and Search Procedure</i>

### **Strategic Plan 2024-28 Progress in January 2025**

#### 1.1 Provide a welcoming place for all

- Social media reminder that we are a registered warming center (26K+ views)

#### 1.2 Elevate the library as a location for community building

- Scheduled St. Louis Center artists display and reception for May 2025 in the Reading Garden

#### 1.4 Get the word out about the great things happening at CDL

- Created a Year in Review presentation for board members to present to local municipalities.
- Presented 2024 outreach data at Friends Annual Meeting
- Participated in Chamber Business Breakfast to let community stakeholders know how the library is giving back
- Library director participated in Rotary and on the Chamber board

#### 2.2 Green the library

- Began using an online spreadsheet to track newspaper delivery
- Began using an online spreadsheet to track daily cash register receipts
- Continued to prepare for transition to bank ACHs in lieu of paper checks
- Tech refining digital check po's, requests, credit card usage tracking, and staff travel paperwork

#### 3.1 Prepare a strategy for the 2029 millage

- Analysis of annual stats to plan 2025 marketing strategy

#### 3.2 Explore the viability of expanding the library space

- Broke ground on Mobeeg garage