

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

Tuesday, July 15, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: None

Staff: Director L. Coryell, Asst. Director L. Ballard, S. Powers & K. Ballard.

Amy Zoran was not available to present.

Guests: Jeffrey Rahmberg, Jean Pierce

Welcome and Call to Order

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

Consent Agenda

MOTION made by A. Fox, SECONDED by B Swistock to approve the Consent Agenda with the June minutes and financials. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: None

All Ayes: 7-0

Presentation: Rahmberg Stover & Associates

Jeffrey Rahmberg informed the Board about the salary survey and how his firm came to their results and findings. Comparative analyses and recommendations were presented. Results of the survey have been factored into the 2026 budget. Jeffrey will attend the all staff meeting in October, where the survey results will be shared and explained to the library staff, pending approval of the 2026 operating budget by the Board.

Director's Report Update:

L. Coryell update:

- G. Munce requested clarification regarding the latest IMLS Report and the potential decrease of funding to libraries.
- The CommUNITY Picnic breakfast will be held on Sunday, July 27 at 10:30 a.m. on the library lawn.
- The final Music in the Air concert will be held on August 2, at the Chelsea First United Methodist Church.
- Mobee will be visiting the Detroit Book Festival on Sunday, July 20.
- TJ Helfferich suggested that signs be posted to emphasize the absence of soundproofing in the four small and one large study rooms.

Friends Report Update:

J. Carr reported that the Friends purse and jewelry sale netted over \$2000. The July book sale made \$878. The Friends are seeking nominations for the Friend of the Year.

Public Comment: None

Action Item #1: Donations

MOTION made by W. Reinhardt, SECONDED by TJ Helfferich to approve the June donations. Discussion: None

All Ayes 7-0

Action Item #2: Budget Adjustment

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the budget adjustment to the 2025 Budget. Discussion: None

All Ayes 7-0

Action Item #3: Budget Hearing Notice

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the Budget Hearing Notice, which will be published before the August Budget Hearing. Discussion: None

All Ayes 7-0

Discussion Item #1: Bylaws:

J. Carr presented the most recent draft of the CDL Bylaws. Additional changes were suggested by members of the Board. Any trustees, who have further suggestions for revisions, should contact J. Carr by Monday, August 4th. The final draft of the Bylaws will appear as an Action Item at the August meeting.

Discussion Item #2: Nominating Committee > Governance Committee

W. Reinhardt reported on the Nominating Committee meeting. Recommendations include changing the name of the committee to Governance & Nominating Committee. Proposed changes to the structure, makeup, and function of the various committees were discussed.

Discussion Item #3: Policies 422 Display and Solicitation in the Library and 531 Grant Policy

J. Carr reported on the review of policies #422 Display & Solicitation in the Library and #531 Grant Policy. The Policy Committee has no suggested changes to these two documents. Director Coryell requested that management have the opportunity to review these documents.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee – G. Munce gave a summary of the Outreach Committee meeting held earlier today. Discussion included the primary legal responsibilities as outlined by Diana Kern at the Board Retreat: Duty of Care, Duty of Loyalty, Duty of Obedience.

Communications:

J. Carr requested that a sub-committee made up of B. Swistock, P. Garcia, and J. Carr be appointed by the president to review finance policies #550, #551 and #565 and offer suggestions to the Policy Committee. This sub-committee will meet on Friday, July 25 at 10 a.m. This meeting will replace the regular Policy Committee meeting, previously scheduled for July 24.

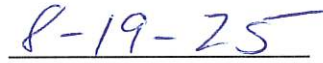
Adjournment:

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 8:20 p.m.

All Ayes, 7-0



Janice L. Carr, Board Secretary



Date