

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

Tuesday, August 19, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: None

Welcome and Call to Order

G. Munce called the meeting to order at 7:16 p.m.

Consent Agenda

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the Consent Agenda with the July minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by A. Fox to approve the agenda, as amended to add Discussion Item #2 Personnel Committee > Director Review Committee and Discussion Item #3 Head of Technology Classification to the Agenda. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Scott will be retiring at the end of the year. The Board thanked Scott for the incredible job he's done in his time at CDL.
- Mobee attended the Detroit Book Fair and had 537 engagements.
- Music in the Air was another smashing success; still be to determined if that was the final one.

- The library partnered with the Chamber to host the CommUNITY Picnic on the lawn, which was a very nice event.
- Linda brought up the crabgrass issue in the lawn and that it will be targeted with spray.

Friends Report Update:

- Currently working on their Bylaws.
- Will be getting library wish list soon.
- Jan reported that the August book sale was another huge success.

Public Comment: None

Action Item #1: Donations

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the July donations. Discussion: None

All Ayes 6-0

Action Item #2: Bylaws

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the changes to the Bylaws. Discussion: Reformatted the revision dates to appear numerical with slashes and added instructions that the Action Item appointing officers at the annual meeting in January will open the meeting and precede any other business.

All Ayes 6-0

Action Item #3: Nominating Committee > Governance Committee

MOTION made by B. Swistock, SECONDED by W. Reinhardt to change the name and description of the Nominating Committee. The new incarnation will be known as the Governance Committee. Discussion: None

Ayes 5-Nay 1

Action Item #4: Policies: 422 Display and Solicitation in the Library & 531 Grant Policy

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the updates to policy 422 Display and Solicitation in the Library and 531 Grant Policy. Discussion: None

All Ayes 6-0

Discussion Item #1: Policies: 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance

These three policies have passed through the Policy Committee and have received revisions. The Board looked them over and discussed the changes. These policies will go to Action in September.

Discussion Item #2: Personnel Committee > Director Review Committee

This was submitted by TJ Helfferich, who chairs the Personnel Committee and explained by P. Garcia and A. Fox, the two other members of the committee, in TJ's absence. The name change is to more accurately describe the work of the committee. The description of the committee has also been revised and the committee will meet with the director more than just once a year now and will also take the lead in hiring and searching for new directors. This item will go to Action in September.

Discussion Item #3: Head of Technology Classification

Lori explained that there is a need to act quickly with Scott's announced retirement and hire a replacement, so that Scott can assist in their training. This change from category 6 to category 8 (with an increase in pay) was advised by the salary survey and has been budgeted for in the pending 2026 Budget, but the library would like the Board to approve this change early, so that the accurate salary range can appear in the Head of Technology job posting. Because of this time-sensitive nature, the library would also like the Board to move the item to Action immediately.

MOTION made by A. Fox, SECONDED by B. Swistock to move Discussion Item #3: Head of Technology Classification to Action Item #5. Discussion: None

All Ayes 6-0

Action Item #5: Head of Technology Classification

MOTION made by B. Swistock, SECONDED by A. Fox to approve the change to the classification of the Head of Technology position from category 6 to category 8. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by B. Swistock, SECONDED by A. Fox to adjourn the meeting at 8:21 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date