

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

Tuesday, September 16, 2025 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: G. Munce (resigned due to move to Grand Rapids)

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

Guests: Emilee Fetters

Welcome and Call to Order

W. Reinhardt called the meeting to order at 6:49 p.m.

Consent Agenda

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the Consent Agenda with the August budget hearing minutes, regular minutes, and financials.
Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the agenda, as amended to add Discussion Item #2 President-Elect Position to the Agenda.

Discussion: None

All Ayes: 6-0

Presentation: Emilee Fetters on Social Work Role in Chelsea

Lori introduced Emilee Fetters, the City of Chelsea's social worker, to the Board and Emilee explained about her position and how it came to be. Started in October, 2024, on a 2-year pilot program to provide resources to the community; she collaborates with many organizations within the community, including the library.

- Has dedicated office hours at the library in study rooms and privacy booths. She mentioned that the privacy booths are a wonderful resource.
- She's assisted patrons with food-assistance applications, which she said can be surprisingly tricky.
- Helped to cater the needs of the library's Community Care Collection, after being approached by Shannon.
- Also spoke about her work with the school system and the police dept.
- She can be contacted and booked through the city website.

Director's Report Update:

L. Coryell update:

- Friday there are interviews are up for 3 highly qualified individuals, who have applied for the Head of Technology position.
- Corrected Mobee totals from Shannon's report: should read 599 in-person visits instead of 76. Also, complimented Virginia's job with Mobee.

Friends Report Update:

- Recently added 6 new Friend volunteers to the ranks.
- The basement elevator ramp will eventually need work.
- Will have a table at the October 4 Farmer's Market.
- Are considering a spring yard sale.

Public Comment: None

Action Item #1: Donations

MOTION made by B. Swistock, SECONDED by A. Fox to approve the August donations. Discussion: None

All Ayes 6-0

Action Item #2: 2026 Budget Approval

MOTION made by B. Swistock, SECONDED by TJ Helfferich to approve Chelsea District Library's 2026 Budget. Discussion: None

Roll Call Vote (performed by J. Carr): TJ Helfferich Aye, P. Garcia Aye, W. Reinhardt Aye, B. Swistock Aye, A. Fox Aye, & J. Carr Aye.

All Ayes 6-0

Action Item #3: Policies 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance

MOTION made by A. Fox, SECONDED by P. Garcia to approve the changes to policies 550 Financial Policy, 551 Fixed Asset Capitalization, & 565 Fund Balance. Discussion: None

All Ayes 6-0

Action Item #4: Personnel Committee > Director Review Committee

MOTION made by TJ Helfferich, SECONDED by A. Fox to change the name and description of the Personnel Committee to the Director Oversight Committee. Discussion: There was a debate about whether Review or Oversight was a better word for the committee title. TJ Helfferich amended her MOTION, which was again SECONDED by A. Fox to make the committee's name the Director Oversight Committee after the majority of trustees settled on that name.

Ayes 5-0

Discussion Item #1: Expiring Terms

There are 2 terms expiring at the end of 2025, G. Munce's Lyndon Township seat, which he resigned from right before the meeting, and P. Garcia's Lima Township seat. L. Coryell will discuss the open Lyndon seat with township officials and will ask Lima to appoint P. Garcia for another term.

Discussion Item #2: President-Elect Position

According to the Bylaws, W. Reinhardt assumes G. Munce's vacated office of Board President for the duration of 2025, but a new President-Elect must be chosen, so that the Board has a full slate of officers. G. Munce's succession plan called for A. Fox to eventually take that role, so that timetable has been moved up and A. Fox will assume the position of acting President-Elect through the remainder of 2025.

MOTION made by J. Carr, SECONDED by P. Garcia to move Discussion Item #2: President-Elect Position to Action Item #5. Discussion: None

All Ayes 6-0

Action Item #5: President-Elect Position

MOTION made by J. Carr, SECONDED by P. Garcia to appoint A. Fox to the office of President-Elect for the duration of 2025. Discussion: None

All Ayes 6-0

Committee Reports

Policy Committee – J. Carr submitted minutes and has passed 2 policies off to managers for their insight before they'll appear as Discussion Items. P. Garcia volunteered to take G. Munce's spot on the Policy Committee for the remainder of 2025.

Finance Committee –

Director Oversight Committee – TJ Helfferich announced that their work will begin in October.

Governance Committee –

Community Outreach Committee – W. Reinhardt appointed A. Fox as committee chair to replace G. Munce. The committee will continue through the year with only 2 members.

Communications:

B. Swistock, TJ Helfferich, and A. Fox won't be able to attend the October meeting, meaning the Board won't have a quorum. After some discussion it's agreed to move the meeting to the morning, so that A. Fox can attend. The October Board Meeting will still be on October 21, but will now be held at 10:00 a.m.

J. Carr shared a story about her nephew using one of the library's privacy booths and how happy he was that the library had them. TJ Helfferich also shared that her husband has been using them, but suggested changing the way the booths are booked, so that they can be cancelled and rebooked.

Adjournment:

MOTION made by B. Swistock, SECONDED by TJ Helfferich to adjourn the meeting at 7:50 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date