

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

Tuesday, October 21, 2025 10:00 a.m.
Meeting Location: McKune Room

Trustees in Attendance: W. Reinhardt, P. Garcia, J. Carr, & A. Fox.

Trustees Absent: B. Swistock, TJ Helfferich, & open Lyndon Township position.

Staff: Director L. Coryell, Asst. Director L. Ballard, C. Berggren, & A. Zoran.

Guests: Claire Sandler & Ryan Brown.

Welcome and Call to Order

W. Reinhardt called the meeting to order at 10:04 a.m.

Consent Agenda

MOTION made by A. Fox, SECONDED by J. Carr to approve the Consent Agenda with the September minutes and financials. Discussion: None

All Ayes: 4-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by A. Fox to approve the agenda, as presented. Discussion: None

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- Last Friday at the All-Staff Meeting, the library staff received the salary survey presentation. Those changes will go into effect in 2026 and have already been approved with the 2026 Budget.
- Included the ALA award that CDL received for the Jim Abbott event in the Direct Reports portion of the packet, which is a fantastic reflection of the library and Virginia's promotional work.

- Volunteer of the Year was selected and this year the award will be shared by Glenn Clapp, who organizes the chess club, and Ryan Schop, who helps discharge items weekly.
- The exhibit Working America comes down today and has been quite a success; Lori read some patron comments left about the exhibit.
- The search for a Head of Technology to replace Scott continues.
- Trunk or Treat begins tomorrow with Mobee.
- Circ had over 100 new library card sign ups during National Library Card Sign Up Month.
- Music in the Air was on the chopping block for next summer, but will now go ahead due to private donations made to continue the popular program.

Friends Report Update:

- The Friends have redesigned their bookmarks.
- The library wish list has been shared with the Friends.
- They're currently reviewing their bylaws.
- Will participate in the upcoming Wine, Women, and Shopping event.
- Book sales continue to be strong.

Public Comment: Ryan Brown introduced himself and spoke about Decker Agency, an insurance firm that works with many townships and libraries.

Action Item #1: Donations

MOTION made by P. Garcia, SECONDED by A. Fox to approve the September donations. Discussion: None

All Ayes 4-0

Discussion Item #1: Policies: 421 Use of Venues and Library Spaces and 540 Sales and Dispersal of Surplus Library Equipment

J. Carr passed out the latest versions, which didn't make the board packet, and spoke, as Chair of the Policy Committee, about the proposed changes to each policy.

J. Carr also noted that Policy 321 Art Policy has been recommended to be deleted, as it no longer applies and has affectively been replaced by the library's practice statement on art. An Action Item to delete Policy 321 will appear next month.

Committee Reports

Policy Committee –

Finance Committee –

Director Oversight Committee – TJ Helfferich sent word through her fellow committee mates that the Director Annual Review will be sent out shortly and needs to be returned by November 3, so that the committee can meet before the November Board Meeting.

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by A. Fox, SECONDED by J. Carr to adjourn the meeting at 10:29 a.m.

All Ayes, 4-0

Janice L. Carr, Board Secretary

Date