

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

Tuesday, November 18, 2025 6:45 p.m.

Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich

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

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 6:45 p.m.

Newly appointed Lyndon Township Trustee, Claire Sandler, was introduced and welcomed. It was agreed that she would use this initial meeting to orientate herself and get up to speed and will begin making motions and voting at the December meeting.

Consent Agenda

MOTION made by B. Swistock, SECONDED by J. Carr to approve the Consent Agenda with the October minutes and financials. Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

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

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Conducting food drive in the library lobby for Faith in Action
- Hired Brandon Leffler to fill the Head of Technology position
- The State Librarian was in attendance at Song Fest
- Shannon included a list of the year's most borrowed book in her report
- Signed up 88 new library card users in October
- Included two nice letters in Communications that the library received

Friends Report Update:

- December 6 the library will celebrate the Friends and Volunteers of the Year in the McKune Room
- Friends have discussed putting a free little library in Main Street Park

Public Comment: None

Action Item #1: Donations

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

All Ayes 5-0

Action Item #2: Policies 421: Use of Venues and Library Spaces & 540: Sale and Dispersal of Surplus Library Equipment

MOTION made by A. Fox, SECONDED by B. Swistock to approve the revisions to both of these policies. Discussion: None

All Ayes 5-0

Action Item #3: Deletion of 321: Art Policy

MOTION made by B. Swistock, SECONDED by J. Carr to approve the depletion of 321: Art Policy, which was deemed surplus and no longer relevant. Discussion: None

All Ayes 5-0

Discussion Item #1: Budget Carryovers 2025 > 2026

A list of the carryovers that L. Ballard comprised was passed out to the Trustees and L. Coryell explained that the carryovers represent projects that the library didn't get to in 2025 and also donations that came in late in the year.

Discussion Item #2: 2025 Budget Adjustments

There are four adjustments that the library needs to make to the 2025 Budget to cover higher than expected expenses in Volunteer Programs, Electric Utility, Board Expenses, and Insurance Policies. L. Ballard explained each of these adjustments to the Board.

Discussion Item #3: 2026 Calendar of Operations

The 2026 schedule of Operations and Holidays was reviewed.

Discussion Item #4: 2026 Board Meeting Calendar

The 2026 Board Meeting Calendar was reviewed.

Discussion Item #5: Director's Annual Evaluation

A. Fox provided an update from Director Oversight Committee Chair, TJ Helfferich, that the committee has met and reviewed the evaluations from the management team and will be prepared to deliver its recommendation to the Board in December.

Discussion Item #6: Capital Improvement Fund Committee

This is something that is replenished every year, however, this year the library did not need to dip into the fund at all, so it will begin 2026 at its fully funded level of \$100,000.

Discussion Item #7: Policies 530: Gifts and 545: Request for Proposals

J. Carr, as Policy Committee Chair, walked the Board through the proposed revisions to these two policies. They will move to Action for the December meeting.

Committee Reports

Policy Committee –

Finance Committee – P. Garcia announced that the Finance Committee will be meeting soon to review two financial policies, 510: Investment Policy and 566: Electronic Transactions of Public Funds, that the Policy Committee has asked them to review.

Director Oversight Committee –

Governance Committee –

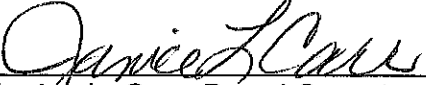
Community Outreach Committee –

Communications: None

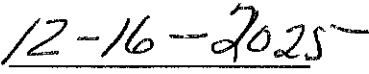
Adjournment:

MOTION made by J. Carr, SECONDED by B. Swistock to adjourn the meeting at 7:24 p.m.

All Ayes, 5-0



Janice L. Carr, Board Secretary



Date