

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

Tuesday, December 16, 2025 6:45 p.m.

Meeting Location: McKune Room

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

Trustees Absent: P. Garcia

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.

Consent Agenda

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

All Ayes: 6-0

Agenda Review, Additions, and Approval

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

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Brandon is quickly getting up to speed in the Head of Technology role.
- Scott's final day is Friday and he will be celebrated at the All-Staff Meeting.

- The mugs that Lori gifted to the Trustees were made by the library's own, Jennifer Thompson.
- Digital Circ numbers are up, making up for traditional Circ numbers which are down.
- The library's decorated lamppost was put together by Shannon.
- The library continues to play its part in making Chelsea a dementia friendly community.

Friends Report Update:

- The Friends' 2026 Budget was approved last week.
- The Annual Meeting is scheduled for 10am to noon on January 24.
- The book sale was another success and the Friends also sold a World Book Junior Encyclopedia set through an independent third party.

Public Comment: None

Action Item #1: Donations

MOTION made by A. Fox, SECONDED by B. Swistock to approve the November donations. Discussion: Noted the donation in honor of our newest trustee, Claire Sandler.

All Ayes 6-0

Action Item #2: Budget Carryovers 2025 > 2026

MOTION made by TJ Helfferich, SECONDED by A. Fox to approve the carryovers that the library has proposed from the 2025 Budget to the 2026 Budget. Discussion: Added the wording about all donations collected in December will also be carried over to the 2026 Budget, that Karen Lancaster recommended.

All Ayes 6-0

Action Item #3: 2025 Budget Adjustments

MOTION made by A. Fox, SECONDED by J. Carr to approve the budget adjustments that the library needs to make to close the 2025 Budget. Discussion: Added one adjustment to the list from November.

All Ayes 6-0

Action Item #4: 2026 Calendar of Library Operations and Holidays

MOTION made by TJ Helfferich, SECONDED by A. Fox to approve the 2026 Calendar of Library Operations and Holidays. Discussion: None

All Ayes 6-0

Action Item #5: 2026 Board Meeting Calendar

MOTION made by B. Swistock, SECONDED by J. Carr to approve the 2026 Board Meeting Calendar. Discussion: The first 4 months the Board will meet on the third Thursday instead of the third Tuesday, due to scheduling issues.

All Ayes 6-0

Action Item #6: Policies 530 Gifts Policy and 545 Requests for Proposals and Competitive Bidding

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

All Ayes 6-0

MOTION made by TJ Helfferich, SECONDED by A. Fox to move into a Closed Session. Discussion: J. Carr read a roll-call vote: TJ Helfferich, Aye; C. Sandler, Aye, W. Reinhardt, Aye; B. Swistock, Aye; A. Fox, Aye, and J. Carr, Aye.

All Ayes 6-0

Action Item #7: Director's Annual Evaluation

MOTION made by TJ Helfferich, SECONDED by A. Fox to approve the recommendations of the Director Oversight Committee, which were made during the Closed Session. Discussion: None

All Ayes 6-0

Discussion Item #1: Board Officer and Committee Recommendations

The Governance Committee shared its officer and committee recommendations with the Board. There were a few slightly changes to the committees, involving who was chairing the Community Outreach and Director Oversight Committees.

Committee Reports

Policy Committee – J. Carr announced that the next Policy meeting will take place on Tuesday, January 6.

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by J. Carr, SECONDED by C. Sandler to adjourn the meeting at 7:31 p.m.

All Ayes, 6-0



Janice L. Carr, Board Secretary

1-15-2026
Date