

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

Tuesday, January 15, 2026 6:45 p.m.  
Meeting Location: Private Dining Room @ Silver Maples

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

**Trustees Absent:** C. Sandler

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

**Guests:** None

**Welcome and Call to Order**

W. Reinhardt called the meeting to order at 7:04 p.m.

L. Coryell introduced B. Leffler, the library's new Head of Technology, to the Board.

The Trustees took the Oath of Office and signed their annual Conflict of Interest and Library Bill of Rights agreements.

**Consent Agenda**

MOTION made by A. Fox, SECONDED by TJ Helfferich to approve the Consent Agenda with the December minutes and financials. Discussion: None

All Ayes: 6-0

**Agenda Review, Additions, and Approval**

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

All Ayes: 6-0

### **Director's Report Update:**

L. Coryell update:

- Passed out printout of Lyndon Nextdoor thread that was full of misinformation regarding CDL funding. The library will use PSAs to counter the misinformation, but will not engage it through social media.
- S. Powers went over Neighbors Read, a community book read that we are partnering on with the Dexter Library. This is the second annual and this year's book is *Dead Moose on Isle Royale* by Jeffrey M. Holden. Serendipity Books owner Michelle Tuplin will interview the author at Dexter Library at 1pm on Saturday, February 21, followed by an audience Q&A and a book signing. This event will also be available via Zoom.

### **Friends Report Update:**

- The Friends met on Tuesday.
- Their Annual Meeting is coming up, on Saturday, January 24, in the McKune Room at 10 a.m.
- Had a tremendous year of book sales in 2025.
- The Friends will be offering a hot chocolate packet with each Primo book cart purchase on Saturday, February 7, during the Chocolate Extravaganza.

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by J. Carr to approve the December donations. Discussion: None

All Ayes 6-0

### **Action Item #2: Board Officer and Committee Recommendations**

MOTION made by J. Carr, SECONDED by A. Fox to approve the recommendations for board officers and committee placement that the Governance Committee brought to the Board in December. Discussion: None

All Ayes 6-0

### **Discussion Item #1: Governance Committee Description**

The Governance Committee description changed in 2025, but it is a repetitive and wordy full-page description that the committee now wishes to shorten. W. Reinhardt also passed out a copy of the committee's draft of key responsibilities, which is also now much more concise.

**Discussion Item #2: Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, & 240 Nonresident Fee**

J. Carr read through each of these policies and explained the revisions, while the trustees offered further suggestions.

**Discussion Item #3: Budget Adjustments**

L. Ballard has discovered four areas of the 2026 budget that either didn't roll up properly or were underfunded to start with, as well as a lease agreement that the library no longer needs. This is just moving around money in the existing budget, but requires board approval, as it's moving to different sections instead of within designated budget numbers.

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Director Oversight Committee –**

**Governance Committee –**

**Community Outreach Committee –**

**Communications:**

- L. Coryell announced that we have been encouraged to have a policy about how to deal with law enforcement requests. It still needs to run by the library's attorney and the police chief, but it should be ready by February and will need to push through both Discussion and Action quickly.
- TJ Helfferich shared about her husband renewing his library card online and how convenient it was.

**Adjournment:**

MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 8:17 p.m.

All Ayes, 6-0

  
\_\_\_\_\_  
Janice L. Carr, Board Secretary

2-19-2026  
Date

