

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

Thursday, February 19, 2026 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: C. Sandler & TJ Helfferich.

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

Guests: C. Pierce, A. Valle, & B. Valle.

Welcome and Call to Order

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

Consent Agenda

MOTION made by B. Swistock, SECONDED by A. Fox to approve the Consent Agenda with the January minutes and financials. Discussion: None

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: L. Coryell asked that Discussion Item #3: Policy 545 Requests for Proposals and Competitive Bidding be added.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Staff In-Service is next Friday: Shared the agenda for the day.
- Staff provided meals for Ronald McDonald House on MLK Jr. Day.
- This coming Saturday in Neighbors Read event at the Dexter Library at 1 pm.
- The Chelsea Chamber is holding a chili cookoff and prizes for it are being made in the Ingenuity Engine.

- Authors in Chelsea, one of the library's signature programs, is coming up March 10-11. The authors will be meeting with students at the schools, but there is a public event the evening of March 10 at the Washington Street Education Center.
- 91 new library cards were added in January.

Friends Report Update:

- The Friends met last week.
- The Staff Appreciation Luncheon has been scheduled for Friday, April 24.
- Will be collecting jewelry and purses for another sale this summer.
- The February used book sale generated over \$1,100.

Public Comment: Chet, from Lyndon Township, thanked the library and said to keep doing exactly what it's been doing. Ann and Bob, from Chelsea City, shared the same sentiment.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by P. Garcia to approve the January donations.
Discussion: None

All Ayes 5-0

Action Item #2: Governance Committee Description

MOTION made by P. Garcia, SECONDED by A. Fox to shorten and focus the description of the Governance Committee. Discussion: None

All Ayes 5-0

Action Item #3: Policies 111 Ethics, 220 Borrowing Privileges for Chelsea School District Staff, & 240 Nonresident Fee

MOTION made by A. Fox, SECONDED by P. Garcia to approve the revisions to the 3 policies that the board discussed in January. Discussion: None

All Ayes 5-0

Action Item #4: 2026 Budget Adjustment

MOTION made by J. Carr, SECONDED by B. Swistock to approve the moving of funds from 4 lines that were overfunded to lines that were underfunded, plus one GASB 96 lease item that was in the wrong spot. Discussion: None

All Ayes 5-0

Discussion Item #1: Board Retreat

The board discussed May as a possible month for the Board Retreat, as well as bringing in Shirley Bruursema to discuss millages. If the board settles on this retreat, it would piggyback on the regularly scheduled meeting on May 19 and that meeting would move to the morning and the retreat would immediately follow.

Discussion Item #2: Budget Adjustment

The library put all the December donations into Strategic Plan 801.079, as a holding spot, but it now moving some of that money to spending lines in different parts of the budget.

Discussion Item #3: Policy 545 Requests for Proposals and Competitive Bidding

Lori and Linda wanted clarification on the line, "for projects under \$30,000 the board may recommend an RFP at its discretion" and wanted clarification on when the board might apply that discretion. Jan said the Policy Committee will revisit this language. Patricia said that her interpretation is that if the project is under \$30,000 and has been approved in the budget, then it would not need further review or an RFP, since the budget has been approved. The board agreed with this interpretation, which gave Linda the green light to proceed with a roofing project on the connector between the McKune building and the new building.

Committee Reports:

Policy Committee – Next meeting is planned for March 10.

Finance Committee – Noted that the audit begins next week and that they will be meeting with the auditors.

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by B. Swistock, SECONDED by J. Carr to adjourn the meeting at 7:25 p.m.

All Ayes, 5-0


Janice L. Carr, Board Secretary

3-19-2026
Date

