

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

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

Trustees in Attendance: W. Reinhardt, J. Carr, TJ Helfferich, C. Sandler, & P. Garcia.

Trustees Absent: B. Swistock & A. Fox.

Staff: Director L. Coryell, C. Berggren, V. Krueger, & A. Zoran.

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 6:47 p.m.

Chris swore in Trustee Claire Sandler.

Consent Agenda

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

All Ayes: 5-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: L. Coryell asked that Discussion Item #2 Board Proclamation be added.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- The library has received a book challenge for three titles and the process of review has started.
- CDL is participating in Library Hop, a program that encourages visiting other TLN libraries.
- There was an accident at the north end of the library, which is being covered by insurance.
- Marissa has assumed a part-time temporary archivist librarian position at the library.

- An overview of the Assistant Director succession plan was presented.

Friends Report Update:

- The Friends have 89 paid members for the year.
- Continue to collect jewelry and purses for their annual sale.
- The March used book sale again generated over \$1,100.

Public Comment: None

Action Item #1: Donations

MOTION made by P.Garcia, SECONDED by TJ Helfferich to approve the February donations. Discussion: None

All Ayes 5-0

Action Item #2: Board Retreat

MOTION made by C. Sandler, SECONDED by P. Garcia to approve the date and schedule of this year's board retreat. Discussion: None

All Ayes 5-0

Action Item #3: Budget Adjustment

MOTION made by TJ Helfferich, SECONDED by C. Sandler to approve the adjustment of donation money that had been put in the strategic plan line at the end of the year, as a holding spot. Discussion: None

All Ayes 5-0

Action Item #4: Policy 545 Requests for Proposals and Competitive Bidding

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the slight revision that adds clarity to when the library needs to seek an RFP. Discussion: None

All Ayes 5-0

Discussion Item #1: Budget Adjustments

The library needs to move certain lease agreements within the budget to comply with GASB law, as well as moving four items out of capital expense, due to a policy change that makes them no longer capital expense. J. Carr asked that the policy number that affects the change be included on the explanation next month when this item moves to action.

Discussion Item #2: Board Proclamation

The library asked the board to consider a proclamation for a noted community member. The board agreed and asked the library to bring this back next month as a discussion item again, so that they can see the language of the proclamation.

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 – Will be looking at financial policies in April.

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:

MOTION made by J. Carr, SECONDED by P. Garcia to adjourn the meeting at 7:20 p.m.

All Ayes, 5-0



Janice L. Carr, Board Secretary

4-16-2026
Date

