

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

Thursday, April 16, 2026 6:45 p.m.

Meeting Location: McKune Room

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

**Trustees Absent:** W. Reinhardt

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

**Guests:** Holly Kimball, Chet Pierce, Brian Bieber, Rob Long, Carolyn Stilwell, Joe Ziolkowski, Daphne Hodder, Anne Mann, & Susan Lackey.

**Welcome and Call to Order**

A. Fox called the meeting to order at 6:45 p.m.

**Consent Agenda**

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the Consent Agenda with the March minutes and financials. Discussion: None

All Ayes: 6-0

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by C. Sandler to approve the agenda, as amended. Discussion: J. Carr asked to remove Policy 566 from Discussion Item #2, as it is not ready, yet.

All Ayes: 6-0

**Presentation: Yeo & Yeo 2025 Audit (Alan Panter & Sierra Roy)**

Alan talked about the general audit process and thanked Kerry, Chris, and Lori for their assistance with providing materials and making sure that the library was properly prepared.

- Noted that it was a “clean” audit, which reflects positively on the library management and board.

- The audit is an overview of financial statements and the Chelsea District Library is receiving an Unmodified Opinion, which is the best audit opinion an institution can receive.

Sierra then went over a power-point demonstration on:

1. Balance Sheet
2. Statement of Revenues, Expenditures, and Changes in Fund Balance
  - Noted that both revenue and expenditure have decreased since the building debt has been paid off.
3. Governance Letter

**Presentation: Patron Holly Kimball (by request granted by Board)**

Kimball shared her views on the library's millage. She passed out a handout to the trustees that highlighted 5 key considerations and she spoke about each.

**Director's Report Update:**

L. Coryell update:

- The Midwest Literary Walk, the library's signature annual program, is this Saturday and will begin this year with a special program at the Purple Rose Theater.
- Authors in Chelsea was an overwhelming success and the authors spent time with all of Chelsea's elementary students.
- Highlighted a patron letter behind Virginia's Marketing Report that spoke of the value of the library to the community.
- There were 99 new library card signups in March.

**Friends Report Update:**

- The annual Staff-Appreciation Luncheon is coming up on April 24.
- There have been lots of jewelry and purses donations, given for the Friends' annual sale.
- The April used book sale generated \$900.
- Friends President Dayle Wright and Book Sale Coordinator Jan Carr attended the Michigan Friends of Library meeting.

**Public Comment:** Joe (Lyndon Township), Chet (Lyndon Township), Daphne (City of Chelsea), Susan (Sylvan Township), and Carolyn (City of Chelsea) spoke about the impact and importance of the library on the community and how they feel the millage is perfectly placed.

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by Bob Swistock to approve the March donation. Discussion: None

All Ayes 6-0

**Action Item #2: Budget Adjustments**

MOTION made by C. Sandler, SECONDED by P. Garcia to approve the adjustments to the 2026 Budget, so that we will comply with GASB law and our own capital expense policy. Discussion: None

All Ayes 6-0

**Discussion Item #1: Board Proclamation**

This is a repeat Discussion Item and a draft of the proclamation was distributed for the Board to review.

**Discussion Item #2: 211 Borrower Registration and 510 Investment Policy**

J. Carr went over the revisions to each policy. Policy 211 needed wording making it consistent with policy 240, which it references; the Board asked for procedure 6 and 7 to be further clarified.

**Committee Reports:**

**Policy Committee –**

**Finance Committee –**

**Director Oversight Committee –** TJ Helfferich announced that she we be convening a meeting on succession plans in the near future.

**Governance Committee –**

**Community Outreach Committee –** P. Garcia shared that she presented about Stories of Chelsea at the Lima Township meeting and that we now have an archivist at CDL. It was then shared with her that Lima Township has a very detailed quilt that maps the area and that patrons were wondering if it could be archived in some way?

**Communications:** None

**Adjournment:**

MOTION made by TJ Helfferich, SECONDED by P. Garcia to adjourn the meeting at 7:38 p.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary

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Date