

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

Tuesday, May 19, 2026 9:00 a.m.
Meeting Location: McKune Room

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

Trustees Absent: J. Carr

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

Guests: None

Welcome and Call to Order

W. Reinhardt called the meeting to order at 9:03 a.m.

Consent Agenda

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

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by A. Fox, SECONDED by C. Sandler to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Went over other department head's reports and the Midwest Lit Walk.
- The library is getting new slanted lower shelving, so that it's easier to see the items on the bottom shelves.

Friends Report Update:

- Friends Treasurer, Nancy Neff, will be donating to the library each of the next 5 years.
- Jewelry and purse sale approaching and the Friends have been sorting in preparation.

Public Comment: None

Action Item #1: Donations

MOTION made by P. Garcia, SECONDED by B. Swistock to approve the April donations. Discussion: None

All Ayes 6-0

Action Item #2: 2025 Audit

MOTION made by C. Sandler, SECONDED by A. Fox to approve the 2025 Audit, performed by Yeo & Yeo and presented at the April board meeting. Discussion: None

All Ayes 6-0

Action Item #3: Board Proclamation

MOTION made by A. Fox, SECONDED by P. Garcia to approve the board proclamation as written. Discussion: None

All Ayes 6-0

Action Item #4: Policies 211 Borrower Registration and 510 Investment Policy

MOTION made by A. Fox, SECONDED by TJ Helfferich to approve the revisions to policies 211 and 510. Discussion: Made two small changes to 211, adding bracketing and fixing a number sequence issue.

All Ayes 6-0

Discussion Item #1: Policy 566 Electronic Transactions of Public Funds

Aditi, in Jan's absence, went over the changes recommended by the Policy Committee. This policy will move to action in June.

Discussion Item #2: Budget Adjustment

The library needs to move \$500 from 967.170 Equipment/Mobee Devices to 884.700 Mobee Programs, and since the lines don't rollup directly, the move requires board approval.

Committee Reports:

Policy Committee – Aditi shared that policies 210 and 230 will be the next to be reviewed.

Finance Committee – Bob shared that the Finance Committee had reviewed policies 560 and 566. Also, that the committee will review the initial draft of the 2027 Budget on June 2.

Director Oversight Committee – TJ announced that the committee is working on succession plan information that will be looked at next month.

Governance Committee –

Community Outreach Committee –

Communications: None


Adjournment:

MOTION made by B. Swistock, SECONDED by A. Fox to adjourn the meeting at 9:31 a.m.

All Ayes, 6-0



Janice L. Carr, Board Secretary



Date

