Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, June 16, 2026 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: W. Reinhardt, A. Fox, B. Swistock, J. Carr, & C. Sandler.

Trustees Absent: TJ Helfferich & P. Garcia.

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

Guests: None

Welcome and Call to Order
W. Reinhardt called the meeting to order at 6:46 p.m.

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

All Ayes: 5-0

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by C. Sandler to approve the agenda, as amended. Discussion: TJ requested, via email, that the Library Director Succession Plan, which the Director Oversight Committee assembled as a future framework, be added as Discussion Item #4.

All Ayes: 5-0

Director's Report Update:
L. Coryell update:
- Mobee will be attending the fireworks on June 27th.
- The Summer Reading Program kickoff went fantastically well.
- Cody Lapeyre, our new part-time librarian, is off to a great start at CDL.
- The time capsule will be opened on June 26th and is currently in our lobby.

- The library will be attending the Detroit Book Festival once again with Mobee on July 19.
- There were 72 new library card sign ups last month.

Friends Report Update:

- The Friends Jewelry & Purse Sale netted over $8K.
- Book Sale also brought in $1,100.
- Took a much-needed break from meeting this month.

Public Comment: None

Action Item #1: Donations

MOTION made by C. Sandler, SECONDED by B. Swistock to approve the May donations. Discussion: None

All Ayes 5-0

Action Item #2: Policy 566: Electronic Transactions of Public Funds

MOTION made by J. Carr, SECONDED by A. Fox to approve the revisions to the 566 Electronic Transactions of Public Funds policy that were discussed in May. Discussion: None

All Ayes 5-0

Action Item #3: Budget Adjustment

MOTION made by B. Swistock, SECONDED by J. Carr to approve the adjustment to the 2026 Budget that was discussed in May. Discussion: None

All Ayes 5-0

Discussion Item #1: Budget Hearing Notice

Went over the process for the hearing notice, which will be an Action Item in July and published a week later, announcing the Budget Hearing in August.

Discussion Item #2: Policies 210 Refunds & 230 Confidentiality: Disclosure of Library Records

J. Carr went over the proposed revisions, as recommended by the Policy Committee. How to add "email" to the Michigan Library Privacy Act quote was discussed.

Discussion Item #3: Retiring Policy 560 Construction Management
The policy is dated, but could still serve as a template for a future construction policy. Needs to be flagged in some way, noting that it is not an active policy, both on the document and in the Policy Table of Contents.

Discussion Item #4: Library Director Succession Plan
A. Fox went over the steps of the plan that the Director Oversight Committee came up with for director succession at CDL, explaining the logic behind the framework. There was a question about whether this is an internal Board practice statement or whether is needs to advance to Action.

Committee Reports:

Policy Committee – J. Carr announced that the Policy Committee will look at policies 140 FOIA, 440 Emergency Procedures, and 555 Credit Card Policy in July.

Finance Committee – B. Swistock pointed out that the Finance Committee looked at policy 555, but didn't have any recommendations to revise it.

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: L. Coryell shared that the attorney suggested we bring the rules for public participation, which appear on the back of the agenda each month, back for Discussion and possible revision.

Adjournment:
MOTION made by J. Carr, SECONDED by B. Swistock to adjourn the meeting at 7:45 p.m.

All Ayes, 5-0

Janice L. Carr

Janice L. Carr, Board Secretary

7-21-2026

Date