Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, July 21, 2026 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich & C. Sandler.

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 6:45 p.m.

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

All Ayes: 5-0

Agenda Review, Additions, and Approval
MOTION made by A. Fox, SECONDED by B. Swistock to approve the agenda, as presented. Discussion: None

All Ayes: 5-0

Director's Report Update:
L. Coryell update:

- Explained highlighted portion of her printed report.
- Shared attorney feedback about posting positions.
- Linda is contacting the city regarding compensation for damaged equipment due to the power outages.
- Detroit Book Fair went fantastic; big thanks to the Friends for all the donated books!
- S. Powers spoke about recent Requests for Reconsideration and the outcomes.

Friends Report Update:

- Friends are taking nominations for Friend of the Year.
- Sold a large Oxford dictionary set.

Public Comment: None

Action Item #1: Donations

MOTION made by A. Fox, SECONDED by J. Carr to approve the June donations. Discussion: None

All Ayes 5-0

Action Item #2: Budget Hearing Notice

MOTION made by B. Swistock, SECONDED by A. Fox to approve the publication of the Budget Hearing Notice, advertising the 2027 Budget Hearing on August 18, preceding the regular Board Meeting. Discussion: None

All Ayes 5-0

Action Item #3: Policies 210 Refunds and 230 Confidentiality: Disclosure of Library Records

MOTION made by A. Fox, SECONDED by B. Swistock to approve the revisions to policies 210 and 230. Discussion: None

All Ayes 5-0

Action Item #4: Retiring Policy 560 Construction Management

MOTION made by A. Fox, SECONDED by P. Garcia to approve the retirement of policy 560. Discussion: Lori shared that even retired policies need to be retained, so it's still part of policy record, even though it's not active.

All Ayes 5-0

Action Item #5: Succession Plan

MOTION made by J. Carr, SECONDED by B. Swistock to approve the CDL Director Succession Plan, as formulated by the Director Oversight Committee. Discussion: None

All Ayes 5-0

Discussion Item #1: Policy 555 Credit Card Policy
J. Carr went over the revisions recommended by the Policy Committee. The formatting was standardized and the credit limit was taken out for future flexibility.

Discussion Item #2: Public Participation
The library's attorney has recommended that patron presentations should solely be in Public Comment. This will affect policy 151 Public Participation and since it is a Governance Policy, the Governance Committee will review it before the Policy Committee.

Committee Reports:

Policy Committee – L. Coryell gave attorney FOIA recommendations to J. Carr and suggested using the attorney crafted policy.

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee – P. Garcia shared that there's a new bookstore, Enchanted Depot, opening in Lima Township on Jackson Road and that they are hoping to partner with CDL.

Communications: None

Adjournment:
MOTION made by B. Swistock, SECONDED by P. Garcia to adjourn the meeting at 7:41 p.m.

All Ayes, 5-0

Janice L Carr
Janice L. Carr, Board Secretary

8-18-26
Date