Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, September 15, 2026 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: TJ Helfferich.

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

Guests: None

Welcome and Call to Order
W. Reinhardt called the meeting to order at 6:44 p.m.

Consent Agenda
MOTION made by B.Swistock, SECONDED by C. Sandler to approve the Consent Agenda with the August minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval
MOTION made by J. Carr, SECONDED by P. Garcia to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Director's Report Update:
L. Coryell update:

- Everett will be presenting our annual first aid refresher at Friday's All-Staff Meeting.
- The August program numbers were higher than expected and have us rethinking August programming. Also, lots of August Mobee visits.
- TLN has a new scanning system (AMH-Automatic Materials Handler) that is still being ironed out. Amy spoke about some of the early issues.

- Brandon has come up with a solution to our Faxing problem and all of the upstairs patron computers now have Faxing capabilities.

Friends Report Update:

- The Friends will have a furniture/equipment sale in the basement on Oct. 24.
- Donating $1,000 to this year's Music in the Air program.
- Will have a table at the Oct. 3 Farmer's Market as part of their membership drive.
- There will be a pop-up jewelry and purse sale in the library's lobby on Dec. 5.
- Have found a possible vendor to partner with for Friends branded merch.
- The Book Sale netted over $1,000 in September.

Public Comment: None

Action Item #1: Donations

MOTION made by B. Swistock, SECONDED by A. Fox to approve the August donations. Discussion: None

All Ayes 6-0

Action Item #2: 2027 Budget Approval

MOTION made by B. Swistock, SECONDED by P. Garcia to approve the library's 2027 budget. Discussion: J. Carr administered a roll-call vote: C. Sandler, Aye; B. Swistock, Aye; P. Garcia, Aye; A. Fox, Aye; W. Reinhardt, Aye, J. Carr, Aye.

All Ayes 6-0

Action Item #3: Policies 440 Emergency Procedures and 441 Inclement Weather/Emergency Closings

MOTION made by P. Garcia, SECONDED by B. Swistock to approve policies 440 Emergency Procedures and 441 Inclement Weather/Emergency Closings. Discussion: None

All Ayes 6-0

Action Item #4: Retiring Policy 420 Signs

MOTION made by C. Sandler, SECONDED by A. Fox to table the retirement of 420 Signs until October, when policy 422 Displays, Banners, and Signage will be ready for Board approval. Discussion: J. Carr asked that this item be tabled for a month.

All Ayes 6-0

Discussion Item #1: Policy 422 Displays, Banners, and Signage
J. Carr went over the recommended revisions to this policy, which will incorporate and replace 420 Signs.

Discussion Item #2: Policies 150 Open Board Meetings and 151 Public Comment Guidelines
J. Carr shared the revisions recommended by the Policy Committee, library management, and the library's attorney for both 150 Open Board Meetings and 151Public Comment Guidelines. The Policy Committee plans to reorder the Procedures II section of 151, so that it better follows the order of the library's board meetings.

Committee Reports:

Policy Committee –

Finance Committee –

Director Oversight Committee –

Governance Committee –

Community Outreach Committee –

Communications: None

Adjournment:
MOTION made by B. Swistock, SECONDED by J. Carr to adjourn the meeting at 7:17 p.m.

All Ayes, 6-0

Janice L Carr
Janice L. Carr, Board Secretary

10-20-26
Date