Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, October 20, 2026 6:45 p.m.
Meeting Location: McKune Room

Trustees in Attendance: W. Reinhardt, J. Carr, P. Garcia, TJ Helfferich, & C. Sandler.

Trustees Absent: A. Fox & B. Swistock.

Staff: Director L. Coryell, Assistant Director L. Ballard, C. Berggren, V. Krueger, & K. Ballard.

Guests: None

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

Consent Agenda
MOTION made by P. Garcia, SECONDED by TJ Helfferich to approve the Consent Agenda with the September minutes and financials. Discussion: None

All Ayes: 5-0

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

All Ayes: 5-0

Director's Report Update:
L. Coryell update:

- Announced that there is a new State Librarian, David Votta
- Went over the staff changes that will take place at the turn of the year
- Mobee is participating in Trunk or Treat at the St. Louis Center tomorrow
- Bob Swistock has been named Chelsea District Library Volunteer of the Year
- 102 new library cards in September, which was also national library card sign up month
- Brandon will be taking over the IE MakerSpace, eventually

- Amy will be serving as the new TLN Circulation Committee Secretary starting next month

Friends Report Update:

- Had 40 to 50 visitors at their Farmer's Market recruitment table and secured five new members
- Basement equipment sale is this Saturday
- Even more jewelry has recently sold over consignment
- Chelsea District Library Friend of the Year is Jo Goodrich
- Investigating insurance policy for Friend's board and maybe a non-profit attorney

Public Comment: None

Action Item #1: Donations

MOTION made by C. Sandler, SECONDED by TJ Helfferich to approve the September donations. Discussion: None

All Ayes 5-0

Action Item #2: Policy 422 Displays, Banners, and Signage

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the revisions to policy 422 Displays, Banners, and Signage. Discussion: TJ asked that inches be added as the form of measurement that was indicated, but not defined.

All Ayes 5-0

Action Item #3: Retiring Policy 420 Signs

MOTION made by C. Sandler, SECONDED by TJ Helfferich to retire policy 420 Signs, now that the library's signage regulations are included in policy 422. Discussion: None

All Ayes 5-0

Action Item #4: Policies 150 Open Board Meetings and 151 Public Comment Guidelines

MOTION made by TJ Helfferich, SECONDED by P. Garcia to approve the revisions to both policies, 150 Open Board Meetings and 151 Public Comment Guidelines. Discussion: J. Carr shared that both were cleaned up and made more concise.

All Ayes 5-0

Adjournment:
MOTION made by J. Carr, SECONDED by C. Sandler to adjourn the meeting at 7:31 p.m.

All Ayes, 5-0

Janice L Carr
Janice L. Carr, Board Secretary

11-17-2026
Date

Discussion Item #1: Budget Adjustments
There are three adjustments the library wishes to make to the 2026 Budget. Lori explained the reasoning for moving money from one part of the budget to another.

Discussion Item #2: Public Participation Procedures
Now that policy 151 Public Comment Guidelines has been revised, the Board needs to make sure that the rules for Public Participation that appear on the back of the Agenda each month still comply with the policy.

Discussion Item #3: Policy 310 Request for Reconsideration
It was decided that this policy needed attention after the most recent challenge. The word "taxpaying" was struck from the policy.

Discussion Item #4: 206. Meal Periods and Rest Breaks (from the Employee Handbook)
Linda went over the proposed changes, which makes the wording actually match the library's long-term practice now. The Board questioned if they're responsible for changes to the Employee Handbook. Lori will check with the attorney on that.

Committee Reports:

Policy Committee –

Finance Committee –

Director Oversight Committee – TJ shared that the evaluation form for Lori's annual review has been sent out. The Director's Review will go to Discussion in November and Action in December.

Governance Committee – Wendy announced that the Governance Committee has begun looking at officer and committee assignments and will bring their recommendations to the Board next month.

Community Outreach Committee – Patricia asked when the committee should start meeting about the 2029 millage? She will meet with Virginia to discuss. The committee has also discussed ideas to highlight library services to non-users.

Communications: None