

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

Tuesday, May 17, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Charlie Taylor, Elizabeth Sensoli, Jan Carr, Anne Merkel, Susan Lackey,

Trustees Absent: Jerry Wilczynski & TJ Helfferich – with notice

Staff: Director Lori Coryell and Assistant Director Linda Ballard & T. Lancaster.

Guests: Lisa Carolin – Chelsea Update, Mary Budzinski – bookkeeper, Jamie Rabe & Barry Brannan – Andrews Hooper Pavlik, PLC.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the agenda as presented.

Discussion: None

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the April 19, 2016 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the General Fund Operational checks & accept the financial reports for April 2016. Discussion: None

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- R. Andrews & M. Bell will have new job descriptions starting June 1st. This change will best address increasing need for technology initiatives and services at CDL.
- Chamber Business After Hours is this Thursday in the McKune room from 5-7 and we will showcase our business resource collection.
- The SASUG of TLN will be voting on putting together an RFP for a new shared system. The current system SirsiDynix hasn't kept up with what other companies are doing in the same field.
- Public computer usage has gone up. The assumption is that more people without internet access in their homes in our service area are coming to CDL for this service.
- J. Carr & L. Coryell attended the May Sylvan Township board meeting; the board was very interested in the hot spots the library will have for check out.
- The board enjoyed P. Roberts report on PLA.
- We are looking into purchasing the artwork that is currently displayed on the south library lawn with funds from the Capital line. This is the "Comic Book" and we feel it is a great fit for the library. The artwork will be installed next to the bike racks near the front door.
- Midwest Lit Walk was a hit with four different types of presentations.

Friends Report Update:

L. Ballard gave the Friends update:

- The Friends have decided to move their monthly meetings to Monday evenings.
- Gary Munce came back with some great ideas from the FOML workshop he attended.
- The Friends will be reviewing their bylaws and working on creating an operations manual for the board positions.
- They are also reviewing previous successful activities and events in order to identify the best use of future resources.
- The May book sale took in \$640.00
- The Friends attended the Farmers Market and want to have a regular presence there. They were able to sign up some new members.

Public Comment:

None

2015 Audit Presentation Jamie Rabe & Barry Brannan of Andrews Hooper Pavlik, PLC

C. Taylor introduced Jamie Rabe & Barry Brannan of Andrews Hooper Pavlik, PLC.

They presented our 2015 Audit which was a “clean” audit and took questions from the board.

Action Item #1: Approval of the April Donations

MOTION made by J. Carr, SECONDED by S. Lackey to approve/acknowledge the presented April donations. Discussion: None All Ayes: 5-0

Action Item #1: Approval of the 2015 Chelsea District Library Audit

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the 2015 Chelsea District Library audit. Discussion: None All Ayes: 5-0

Trustee Enrichment

The board watched the United for Libraries’ *Short Takes for Trustees* video on the topic of board meetings.

Committee Reports

Policy Committee – No Report

Finance Committee – Their next quarterly meeting will be June 7th time TBD. This is also the first presentation of the 2017 budget.

Fundraising Committee – No Report

Personnel Committee – No Report

Nominating Committee – No report

Public and Board Comment:

A. Merkel commented on how great the summer newsletter looked and the great programming.

C. Taylor wants to encourage the staff to report out on continuing education trips like PLA.

J. Carr thought that regular reporting out on the new strategic plan is a good idea.

Other Items:

None

Adjourn:

MOTION made by E. Sensoli, SECONDED by A. Merkel to adjourn the meeting at 7:58 p.m.

All Ayes: 5-0

Janice L. Carr

6/21/2016

Janice L. Carr, Board Secretary

Date