

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

Tuesday, June 21, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Jerry Wilczynski, Charlie Taylor, Elizabeth Sensoli, Jan Carr, Anne Merkel, Susan Lackey, TJ Helfferich

Trustees Absent: None

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

Guests: Lisa Carolin – Chelsea Update, Randy Ross – Community Foundation of Southeast Michigan.

Welcome and Call to Order

J. Wilczynski called the meeting to order at 6:45 p.m.

Agenda Review and Additions

1. Discussion Item #3 – Extension of L. Ballard Director training contract

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the agenda as revised.
Discussion: None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by A. Merkel, SECONDED by T. Helfferich to approve the minutes of the May 17, 2016 Board Meeting. Discussion: Request by the board for SASUG to be spelled out. It stands for Shared Automation System Users Group in the future. All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the General Fund Operational checks & accept the financial reports for May 2016. Discussion: Question on PayPal being used for purchases – this is from patrons paying for damaged items through the catalog. Hot spots are \$648.50 per month for the data plan; the Friends donation of \$3,000.00 is for the township hot spots (per confirmation with M. Bell). All 15 hot spots are checked out at this time with 15 holds.

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Our purchased sculpture has been installed by the front entrance.
- L. Coryell & L. Ballard will be meeting with Karry Sheldon to start planning the strategic plan on Monday, June 27th.
- Included in the board packet are the signature programming cost benefit analysis for the Midwest Lit Walk and Authors in Chelsea
- M. Bell met with Rod Branham from Sylvan Township regarding installation of their hot spot and M. Bell & L. Coryell met with Craig Maier from Lima Township about theirs.
- Board members asked if there are signs at the township halls letting people know these hot spots are provided by the Chelsea District Library and do we have a splash page?
- The board would also like to know the results of the University of Michigan's School of Information brainstorming session, they are preparing a document and Lori will pass this on.

- Everyone was happy to see that L. Coryell has been out and meeting community members.
- The Guenther collection will be available on a site called Bibloboard and the youth department had great outreach last month.

Friends Report Update:

L. Coryell gave the Friends update:

- The Friends received a grant from Thrivent for \$250.00 and they will be purchasing a Redbud for the northwest corner of the library lawn in honor of our 10th anniversary of our new building.
- The Friends will be setting aside 10% of their profits toward the library endowment with CFSEM.
- The little libraries at Pierce Park and Timber town are supported by the Friends.

Public Comment:

None

Presentation by Randy Ross from the Community Foundation of Southeast Michigan (CFSEM)

Randy Ross gave the board some background on endowments and community foundations around the US as well the library endowment that was set up with them 20 years ago. The CFSEM is ranked 23rd in asset size in the country. Their next annual member meeting will be November 14th at the Federal Reserve. There are changes in the federal IRS rulings and people can now have their IRA required minimum distribution go to ~~and~~ an endowment. The board thought it would be a good idea to have an annual end of year ~~endowment~~ appeal letter and the fundraising committee will plan a meeting. Randy suggested that we check out Plymouth and Northville's information. Our endowment balance is \$40,264.15.

Action Item #1: Approval of the May Donations

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve and acknowledge the presented May donations. Discussion: None All Ayes: 7-0

Discussion Item #1: 2017 Budget Hearing Notice

This will move to Action in July

Discussion Item #2: 2016 June Budget Adjustment

This adjustment is to move money from the youth collection account to equipment to purchase a youth AWE computer.

MOTION made by C. Taylor, SECONDED by T. Helfferich to move the presented June 2016 Budget Adjustment to Action. Discussion: None All Ayes: 7-0

Action Item #2: 2016 June Budget Adjustment

MOTION made by T. Helfferich, SECONDED by C. Taylor to approve the presented June 2016 Budget Adjustment. Discussion: None All Ayes: 7-0

Discussion Item #3: Extension of L. Ballard contract for Director training

The original contract between Linda Ballard and the board of trustees to cover her time as interim director and for training the new director was not to exceed 6 months after the director was hired.

L. Coryell has requested that the contract be extended through the end of July. The extra cost is approximately \$500.00.

MOTION made by A. Merkel, SECONDED by S. Lackey to move the contract extension for Director training by L. Ballard to Action. Discussion: None All Ayes: 7-0

Action Item #3: Extension of L. Ballard contract for Director training

MOTION made by A. Merkel, SECONDED by C. Taylor to approve extending the contract for Director training by L. Ballard through the month of July. Discussion: None All Ayes: 7-0

Trustee Enrichment

The board watched the United for Libraries' *Short Takes for Trustees* video on the topic of "Evaluating the Library Director". There was some discussion for and against 360 reviews.

Committee Reports

Policy Committee – No Report

Finance Committee –Met twice to review the 2017 Draft budget and do the 1st quarter payroll reconciliation. Their next quarterly meeting will in July time TBD.

Fundraising Committee – To plan a meeting.

Personnel Committee – No Report

Nominating Committee – No report

Public and Board Comment:

None

Other Items:

T. Helfferich brought to the board's attention that it was National Pollinators week and wondered if the library could be proactive with activities for special designations like this. The City of Chelsea is working on a bee keeping ordinance and J. Carr suggested a class on bee friendly plants.

Adjourn:

MOTION made by E. Sensoli, SECONDED J. Carr to adjourn the meeting at 8:16 p.m.
All Ayes: 7-0

Janice L. Carr

7-19-16

Janice L. Carr, Board Secretary

Date