

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

Tuesday, July 19, 2016 6:45 pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: Charlie Taylor,

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

Guests: Lisa Carolin – Chelsea Update,

Welcome and Call to Order

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

Agenda Review and Additions

MOTION made by S. Lackey, SECONDED by T. Helfferich to approve the agenda as revised.
Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the minutes of the June 21, 2016 Board Meeting. Discussion: There are 2 minor corrections in the Randy Ross presentation.
All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the General Fund Operational checks & accept the financial reports for June 2016. Discussion: Question on the district revenue – taxes are collected until February 15th at the townships/city and then the county makes the final payout in June. There is no news on the penal fines for libraries. The 2 safety deposit boxes contain our deed, the original McKune Will, as well as other important documents and on a bi-weekly basis a backup of our financials are put in one the of the boxes. All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- The storm that came through Sunday night took down our AC. There are two drive boxes that run the air in & out fans and these were damaged and will need to be replaced. L. Ballard is looking at backup units for both with an approximate cost of \$5,000.00.
- The people counter is up and running.
- The board pointed out that the notes on the graph of the Technology report appear to be reversed.
- Do we know of any libraries that use “Every Library”? We do not, but can find out if any TLN libraries do.
- T. Helfferich commented on how beautiful the WWI banners are.
- E. Sensoli commented that Gary Munce is doing a great job.
- The Thrivent grant that the Friends received was due to Jennifer Kundak applying for the grant. The Friends will be purchasing a tree for the library lawn.

- Question on what items will be in the Non-Traditional collection: Some of the tech/makerspace items we already have, as well as items like knitting needles, special cake pans, die cut machines for paper. The items we have are being processed, but it takes time to have them linked in the system.
- How is the Munch Bunch doing? We have had anywhere from 3 – 12 youth attending.

Friends Report Update:

L. Coryell gave the Friends update:

The Friends did not have a meeting this month.

Public Comment:

None

Action Item #1: Approval of the June Donations

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve and acknowledge the presented June donations. Discussion: None All Ayes: 6-0

Action Item #2: 2017 Budget Hearing Notice

MOTION made by A. Merkel at 7:11 pm, SECONDED by T. Helfferich to approve and acknowledge the presented 2017 Budget Hearing notice. Discussion: None
 Roll call: Susan Lackey, Aye; TJ Helfferich, Aye; Charlie Taylor, Absent; Anne Merkel, Aye; Elizabeth Sensoli, Aye; Jerry Wilczynski, Aye; Jan Carr, Aye All Ayes: 6-0

Discussion Item #1: 2016 Board & Staff Retreat

The board did not set a date for the board retreat or the staff in service when the 2016 calendar was voted on in December of 2015 due to not having a plan in place for the strategic plan. It is recommended by L. Coryell that Friday, October 21st be a combined board & staff retreat for working on the 2017-2019 strategic plan.

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the 2016 board & staff retreat for Friday, October 21, 2016 and close the library for this day. Discussion: None All Ayes: 6-0

Action Item #3: 2016 Board & Staff Retreat

MOTION made by T. Helfferich, SECONDED by S. Lackey to approve the library being closed on October 21, 2016 for the board & staff retreat for Strategic planning. Discussion: None All Ayes: 6-0

Discussion Item #2: 2017 Draft Budget

The board members received their copy of the draft budget and the hearing notice will be in the July 27th Sun Times and Chelsea Update. The budget will be reviewed at the August 16, 2016 Budget Hearing and approved at the September 20, 2016 board meeting.

Discussion Item #3: Auditor RFP

The Request for Proposal for a new auditor will be mailed out this week.

Trustee Enrichment

The board watched the United for Libraries' *Short Takes for Trustees* video on the topic of "Library Advocacy".

Committee Reports

Policy Committee – To plan their next meeting

Finance Committee –Will plan the next meeting for the reconciliation of the 2nd quarter payroll reports.

Fundraising Committee – To plan a meeting.

Personnel Committee – No Report

Nominating Committee – No report

Public and Board Comment:

None

Other Items:

T. Helfferich will be absent from the August meeting.

Adjourn:

MOTION made by E. Sensoli, SECONDED A. Merkel to adjourn the meeting at 7:40 p.m.

All Ayes: 6-0

Janice L. Carr

8/16/2016

Janice L. Carr, Board Secretary

Date