

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

Tuesday, August 16, 2016 6:45 pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** TJ Helfferich – with notice.

**Staff:** Director L. Coryell and Assistant Director L. Ballard, K. Persello, K. Sulecki, R. Andrews, P. Roberts, M. Bell & T. Lancaster.

**Guests:** Mary Budzinski, Library Bookkeeper; Kerry Sheldon, Bridgeport Consulting,

**Welcome and Call to Order**

J. Wilczynski called the meeting to order at 7:25p.m.

**Agenda Review and Additions**

1. Discussion – Annual Report
2. Discussion – Posting the At large board position

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the agenda.

Discussion: Added 2 discussion items

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the agenda as revised.

Discussion: None

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks & Financials**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the July 19, 2016 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the General Fund Operational checks & accept the financial reports for July 2016. Discussion None

All Ayes: 6-0

**Director's Report Update:**

**L. Coryell update:**

- The 10<sup>th</sup> Anniversary celebration is this Thursday, August 18<sup>th</sup>. We will have cake, ice cream, coloring books made especially for the occasion and cell phone pockets, tours of the new renovations and memorabilia in the McKune room. The LCD's will also be showing a historic slide show.
- September is National Library Card sign up month! We will have Snoopy cards for the first 200 patrons who get a library card for the first time and 200 Snoopy cards for sale as well as our newly designed CDL card. The staff will be wearing Charlie Brown shirts and we will have Peanuts gang cut outs for photo opportunities.
- The Finance committee met before tonight's meeting and reviewed the tally sheet for the 6 Audit RFP's received. These will be ready for pickup by the committee tomorrow to review and make a recommendation to the full board in September.

- Last month the board asked what items would be in the Non-traditional collection and list was provided in the board packet. Questions on some of the items like a “Makey Makey” and the “Yarn Swift” were answered.
- The board suggested a chart for library usage for the past several years.

**Friends Report Update:**

**L. Coryell gave the Friends update:**

- **The Friends will start the 10<sup>th</sup> Anniversary celebration with a dedication of the Eastern Red Bud tree planted on the NW library lawn. The tree was purchased with grant funds from Thrivent Financial that Jennifer Kundak applied for.**
- **The Friends had a table at the Farmers Market promoting the 10<sup>th</sup> Anniversary celebration.**
- **The July book sales brought in about \$1,268.00**
- **The Friends of Michigan Libraries (FOML) will hold their Fall Workshop in October in Kalamazoo.**

**Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon**

- Met with board and staff
- Survey is complete and will be linked on the library main webpage. The board brainstormed other places the survey could be promoted or picked up by patrons.
- One thing that stood out from the board interviews was how strongly their views mirrored the vision that the staff has for the library in the next 3 years.
- Board attendance at township/city meetings to present the survey was discussed, and they board suggested that they have a script so everyone is on the same page.
- Have a sign up genius for the board & staff for attending the different community activities
- For the part of the survey where we ask what stakeholders would like to see the library have/do – maybe a list of what we do offer, or possibly a virtual white board of our current offerings that would help start the discussion.

**Public Comment:**

None

**Action Item #1: Approval of the July Donations**

MOTION made by C. Taylor, SECONDED by J. Carr to approve and acknowledge the presented July donations. Discussion: None All Ayes: 6-0

**Discussion Item #1: Annual Report**

P. Roberts and M. Bell showed off the new website and the digital Annual Report – Well done!

**Discussion Item #2: At Large Trustee**

The At Large Trustee position held by T. Helfferich was only an eleven (11) month appointment filling the term of Robin Wagner who left in January 2016. T. Helfferich is interested in being reappointed. We will post the position as required and conduct interviews of qualified candidates.

**Committee Reports**

**Policy Committee** – S. Lackey & L. Coryell will set a date

**Finance Committee** –Met tonight 8/16 for the reconciliation of the 2<sup>nd</sup> quarter payroll reports & reviewed the tally sheet for the 6 Audit RFP’s we received. Next meeting dates are September 13<sup>th</sup> at 10:00 am and September 20<sup>th</sup> at 5:30 pm.

**Fundraising Committee** – Will meet Wednesday, August 24<sup>th</sup> at 10:00 am at A. Merkel's.  
**Personnel Committee** – Will meet Monday, August 29<sup>th</sup> at 10:00 am in the McKune room  
**Nominating Committee** – No report

**Public and Board Comment:**

None

**Other Items:**

- A. Merkel asked about the CCF using the McKune room for a meeting.
- The staff & board retreat is scheduled for Friday, October 21<sup>st</sup>, it will be a ½ day for the board but a full day for staff.
- A. & Tim Merkel went to the Sounds & Sights “Thank You” dinner at the Common Grill.

**Adjourn:**

MOTION made by C. Taylor, SECONDED E. Sensoli to adjourn the meeting at 8:39 p.m.  
All Ayes: 6-0

Janice L. Carr

9/20/2016

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Janice L. Carr, Board Secretary

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Date