

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

Tuesday, September 20, 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 L. Coryell & T. Lancaster.

Guests: Kerry Sheldon, Bridgeport Consulting & 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 E. Sensoli, SECONDED by T. Helfferich to approve the agenda as presented.
Discussion: None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the minutes of the 2017 Budget
Hearing. Discussion: None All Ayes: 7-0

MOTION made by T. Helfferich, SECONDED by S. Lackey to approve the minutes of the August 16, 2016 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the General Fund Operational checks & accept the financial reports for August 2016. Discussion: Questions on Overdrive high school eBooks and our Ill's (Inter library loans) through OCLC (Online Computer Library Center & LLC) & will we join MelCat (Michigan Electronic Library Catalog) to get our Ill'? The consortium has issued a request for proposal for a new library catalog & patron system and MelCat talking to our catalog is one of the requested items on the proposal. All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Reminder that the staff in service & board retreat is Friday, October 21st.
- Board asked if the strategic plan (survey) deadline could be extended – Yes, to October 7th
- Leadership academy question – What is emotional intelligence? It is similar to the “colors or letter” personality assessment.
- Library usage is down, but we are still busy

Friends Report Update:

L. Coryell gave the Friends update:

- L. Coryell did not attend the last meeting, but the Friends met with Kerry Sheldon from Bridgeport.

Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon

- Kerry met with the Friends on September 12th at their board meeting. This was really like the first focus group working with them to gather feedback for the strategic plan.
- One item they discussed was the library space being at capacity and the future build-out of the basement.
- We have received 201 responses to the strategic plan survey, with 82 of them coming directly from community members.
- Focus groups are being organized.

Public Comment:

None

Action Item #1: Approval of the August Donations

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve and acknowledge the presented August donations. Discussion: The board would like to see a presentation of what we used the Chelsea Milling (Jiffy Mix) money towards. All Ayes: 7-0

Action Item #2: Approval of the 2017 Chelsea District Library Budget

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the presented 2017 Chelsea District Library budget. Discussion: None All Ayes: 7-0

Discussion Item #1: 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. C. Taylor would like to see the board take an active role in recruiting for the next open positions. This will move to Action in October.

Discussion Item #2: September Budget Adjustments

L. Coryell explained that this is the deposit money on our 2018 exhibit and since we won't be doing the community read this year, we need to move the money to the exhibit line.

MOTION made by E. Sensoli, SECONDED by A. Merkel to move the presented September budget adjustments of \$1,050.00 to Action Item #3. Discussion: None All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented September budget adjustments of \$1,050.00 as Action Item #3. Discussion: None All Ayes: 7-0

Discussion Item #3: Auditor Request for Proposal

E. Sensoli reviewed the process for our new auditor with the board. We received six RFP's, narrowed them down to two, L. Coryell contact the 3 references and follow up questions with Abraham & Gaffney. The responses were all excellent and the finance committee makes the recommendation that the library hire Abraham & Gaffney for the 2016-2018 Chelsea District Library audits.

MOTION made by E. Sensoli, SECONDED by T. Helfferich to move the selection of Abraham & Gaffney as our auditor for the 2016-2018 fiscal years to action item #4. Discussion: None All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by S. Lackey to approve Abraham & Gaffney as our auditor for the 2016-2018 fiscal years and for the director to sign the contract at a cost of \$22,800.00 for 3 years. Discussion: None All Ayes: 7-0

Trustee Enrichment

The board watched the United for Libraries' *Short Takes for Trustees* video on the topic of "Board Ethics" & "Succession Planning and New Board Orientation".

Committee Reports

Policy Committee – Will meet on October 7th at 10:30 am.

Finance Committee –Met on September 13th at 10:00 am to review the six Audit RFP's and September 20th at 6:00 pm to approve a firm to recommend to the board.

Fundraising Committee – Met on Wednesday, August 24th at 10:00 am and reviewed policy #530 Gifts. The minutes from the August 24th meeting were handed out at the board meeting.

Personnel Committee – Met Monday, August 29th at 10:00 am in the McKune room and will meet again on December 13th.

Nominating Committee – No report

Public and Board Comment:

J. Carr mentioned that in reading the MLA updates she noticed how many grant opportunities there are. S. Lackey has not been receiving any communications from MLA – T. Lancaster will check into this.

Other Items:

None

Adjourn:

MOTION made by A. Merkel, SECONDED T. Helfferich to adjourn the meeting at 8:11 p.m. All Ayes: 7-0

Janice L. Carr

10/18/2016

Janice L. Carr, Board Secretary

Date