

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

Tuesday, October 18, 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, Assistant Director L. Ballard & T. Lancaster.

Guests: Kerry Sheldon & Griffin Reames of Bridgeport Consulting

Welcome and Call to Order

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

Agenda Review and Additions

1. Other Items – J. Carr report on Friends of Michigan Libraries Trustee Alliance Workshop

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

Discussion: None

All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the minutes of the September 20, 2016 Board Meeting as amended. Discussion: Add “survey” to the strategic plan deadline.

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the General Fund Operational checks & accept the financial reports for September 2016. Discussion: J. Wilczynski noted that our income is more than budgeted and expenses are under budget.

All Ayes: 7-0

Director’s Report Update:

L. Coryell update:

- Paul McCann has offered a tour of the Dexter District Library basement for the CDL board.
- At the September staff meeting, Chief Toth went over active shooter training and after speaking with him we have decided to keep the two connector doors locked for incoming patrons. These doors are out of the staff’s sight line and will limit entrance to the main door.
- L. Coryell is working on a five (5) year comprehensive measures chart and will have this for the Friday staff/board in service.
- J. Carr commented that active shooter training was discussed at the FOML and would Lori send the board the links to the videos.
- Met with Serendipity book store. Talked about how we could collaborate with programming.
- E. Sensoli was interested in the energy audit and that we are doing many things already to save energy and the only thing was to look into intelligent surge protectors & LED light bulbs in the Exit signs.
- Our first Library Card Sign Up Month was a huge success with 100 adults and 69 youth getting library cards for the first time.

- Questions on the TIFA update: Does this have to pass by the end of 2016? When would this take effect if it did pass, immediately or when the TIFA tax needs to be renewed?

Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon & Griffin Reames

- Handed out an updated Strategic Plan development schedule
- We received 358 survey responses.
- The open house has been scheduled for January 11, 2017.
- Questions/comments about the Strategic Plan documentation:
 - Would rather see all the charts as 5, 7 or 10 but not a mix.
 - Wondered if decrease in library use in the winter months was due to Snow Birds
 - Of the non-resident cards how many are business cards.
- J. Carr attended the FOML event at Kalamazoo Public Library and they have a maker's space that they call the "Hub" with machines that digitize most types of media..
- The agenda for Friday's staff/board in service was handed out.

Public Comment: None

Action Item #1: Approval of the September Donations

MOTION made by C. Taylor, SECONDED by A. Merkel to approve and acknowledge the presented September donations of \$200.00. Discussion: None All Ayes: 7-0

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

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the presented revision of the 2017 Chelsea District Library budget. Discussion: The budget needed to be revised by \$95.00 due to a rounding error in the millage rate reduction due to the Headlee amendment. Discussion: None. All Ayes: 7-0

Action Item #3: At Large Trustee

MOTION made by J. Carr, SECONDED by S. Lackey to approve the appointment of TJ Helfferich as the At Large Trustee for the 2017-2020 term. Discussion: None All Ayes: 6-0 1 Abstain

Discussion Item #1: Account at Lake Trust Credit Union

The fundraising committee would like anyone wishing to donate to the Chelsea District Library to have an easy & convenient way to provide this by setting up a PayPal account at Lake Trust Credit Union. The director and fundraising committee would like board approval to set up an account at Lake Trust Credit Union for the purpose of opening a PayPal account for online donations.

MOTION made by E. Sensoli, SECONDED by T. Helfferich to move opening an account at Lake Trust Credit Union for managing a PayPal account for online donations to the library to Action Item #4. Discussion: None All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve opening an account at Lake Trust Credit Union for managing a PayPal account for online donations to the library as **Action Item #4**. Discussion: None All Ayes: 7-0

Discussion Item #2: Review of Seven (7) Library Policies

S. Lackey reviewed the policies with the board. These will move to action in November.

Discussion Item #3: October Budget Adjustments

L. Coryell explained that the \$2,800.00 from the Internet line to the Media Area Remodel is to cover the cost of endcaps for the new shelving that will match the current endcaps and the \$400.00 from

Material processing – cases to Volunteer programs is to cover extra cost of the Volunteer holiday appreciation gathering.

MOTION made by J. Carr, SECONDED by C. Taylor to move the presented October budget adjustments of \$3,200.00 to Action Item #5. Discussion: None All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the presented October budget adjustments of \$3,200.00 as **Action Item #5**. Discussion: None All Ayes: 7-0

Committee Reports

Policy Committee –Met on October 7th - Report in Discussion #2.

Finance Committee –Will set next meeting when 3rd quarter payroll reports are ready.

Fundraising Committee –Met on October 12th and tonight October 18th before the board meeting.

1) The donation page on the website looks much better 2) A sponsorship letter will be done for the beginning of the year for 2017 programs 3) Organize friends/social cultivator events to inform patrons about the importance of the library.

Personnel Committee – Next meeting will be December 13th. Forms for the director’s review will be emailed the 2nd week in November.

Nominating Committee – Schedule meeting for Tuesday, October 25th, 10:00 am.

Public and Board Comment:

L. Ballard commented that it was gratifying to see that our great customer service to patrons is acknowledged in strategic plan survey results.

Other Items:

J. Carr report on Friends of Michigan Libraries Trustee Alliance Workshop she attended at the Kalamazoo Public Library.

- Josie Parker was the key note speaker.
 - Ann Arbor District Library has a FAQs database where patrons can post comments and see the answers. This can be used as a referral source for repetitive questions..
 - Boards should be aware of important decisions being made without discussion.
 - AADL board members are not allowed to abstain from voting.
- J. Wilczynski thanked T. Helfferich for committing to the CDL board for another four (4) years.

Friends Report Update:

L. Coryell gave the Friends update:

- We will be working with the friends on a table for the Chelsea Senior Centers 2017 Festival of Tables.
- The Friends will be hosting a “Tea” on Thursday, October 20th to encourage interest in the Friends. There will also be a silent auction of teapots donated by the family of Mary DeGraff.
- Gary Munce & Jennifer Kundak also attended the FOML workshop in Kalamazoo.

Adjourn:

MOTION made by E. Sensoli, SECONDED C. Taylor to adjourn the meeting at 8:26 p.m.
All Ayes: 7-0

Janice L. Carr

11/15/2016

Janice L. Carr, Board Secretary

Date