Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, November 15, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Elizabeth Sensoli, Jan Carr, Anne Merkel, TJ Helfferich

Trustees Absent: – Jerry Wilczynski, Charlie Taylor, Susan Lackey – With notice

Staff: Director L. Coryell, Assistant Director L. Ballard & T. Lancaster.

Guests: Griffin Reames of Bridgeport Consulting

Welcome and Call to Order
E. Sensoli called the meeting to order at 6:45 p.m.

Agenda Review and Additions
MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda as presented.
Discussion: None
All Ayes: 4-0

Compulsory Segments:
Minutes and Approval of Checks & Financials
MOTION made by A. Merkel, SECONDED by T. Helfferich to approve the minutes of the October 18, 2016 Board Meeting and the October 21, 2016 Staff & Board Retreat. Discussion: L. Coryell is still working on the five-year comprehensive plan.
All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by T. Helfferich to approve the General Fund Operational checks & accept the financial reports for October 2016. Discussion: Question on where the transfer from the money market to the operating fund shows up – on the cash flow page.
All Ayes: 4-0

Director’s Report Update:
L. Coryell update:
- TIFA – If the bill in the Michigan house doesn’t pass by the end of 2016 it is dead and will have to be reintroduced. What this bill means is that when a library passes a new millage the TIFA tax automatically stops and the DDA would have to ask the library board to approve the tax.
- M. Bell was notified that we have received a grant from Mobil Beacon. More details will be announced in the press release.
- A. Merkel addressed the fact that we had to have Active Shooter training.
- The board is finding the dashboard confusing – we will work on it.
- The Fundraising committee met and we will not be doing an annual giving letter.
- The library has four security cameras.

Friends Report Update:
L. Coryell gave the Friends update:
- Friends made over a $1000.00 on the Tea Party tea pot sales.
- Nominating committee is meeting to have a slate of officers to present at the January meeting.
- The Friends will be helping us with the Festival of Tables. Our theme is Snoopy/Peanuts.
- Mary Budzinski has been named the Friend of the Year.
Strategic Plan Update: Bridgeport Consulting – Griffin Reames
Griffin Reames from Bridgeport Consulting reviewed the draft of the 2017-2019 Strategic Plan.
- The board was happy with the initiatives/goals with some grammar corrections.
- Staff will work on the details/strategies for each and report back to the board each month.
- Mission/Vision committee will meet on December 13th at 12:30 pm
- The Strategic Plan is on track with our time line.
- The Strategic Plan open house is planned for January 11, 2017

Public Comment: None

Action Item #1: Approval of the October Donations
MOTION made by J. Carr, SECONDED by A. Merkel to approve and acknowledge the presented October donations of $145.00. Discussion: None All Ayes: 4-0

Action Item #2: Approval of Seven (7) Library Policies
MOTION made by T. Helfferich, SECONDED by A. Merkel to approve the presented revision of seven (7) Chelsea District Library policies: Personnel Policy #106 Overtime Policy, Personnel Policy #107 Paid Holidays, Personnel Policy #311 References, Policy #161 Library Record Retention, Policy #321 Art Selection, Policy #421 Use of Venues and Meeting Spaces, Policy # 452 Web Site Policy. Discussion: None. All Ayes: 4-0

Discussion Item #1: 2017 Library Calendar of Operations
Review of the Library hours and closed dates for 2017. Discussion Item #1 will move to action in December.

Discussion Item #2: Library Board Meeting Calendar
Review of the library boards meeting dates for 2017. Discussion Item #2 will move to action in December.

Discussion Item #3: Budget Carryover 2016 to 2017
An updated discussion item was given to the board of the requested carry-overs from the 2016 to 2017 budget. L. Coryell reviewed each item. Discussion Item #3 will move to action in December.

Discussion Item #4: 2017-2019 Strategic Plan
This was covered in Griffin Reames presentation. Discussion Item #4 will move to action in December.

Committee Reports
Policy Committee – No Report
Finance Committee – Met November 10th to review the quarter payroll reports.
Fundraising Committee – No Report
Personnel Committee – Next meeting will be December 13th. Forms for the director’s review will be emailed the 2nd week in November.
Nominating Committee – No Report

Public and Board Comment:
L. Ballard: Building update – Friday, November 18th will start the next phase of the LED light change out. The sound panels are here and each column in McKune will get two (2) 22” x 24” panels. They will be covered in fabric as they are a brown color & look like insulation batts.
A. Merkel: Attended the Community Foundation of Southeast Michigan program held at the library. They had a great presenter and Anne would like to see us invite him back and open it up to the community again, including the townships.

Other Items:
None

Adjourn:
MOTION made by J. Carr, SECONDED A. Merkel to adjourn the meeting at 7:57 p.m.
All Ayes: 4-0

Janice L. Carr 12-20-16
Janice L. Carr, Board Secretary Date