

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

Tuesday, February 21, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: J. Wilczynski, E. Sensoli, J. Carr, A. Merkel,
S. Lackey, TJ Helfferich.

Trustees Absent: C. Taylor, with notice.

Staff: Director Lori Coryell, Assistant Director Linda Ballard, T. Lancaster, & C. Berggren.

Guests: Stephanie Willette, Chelsea Farmer's Market
David Pittman, Make This World Foundation,/Community Radio

Welcome and Call to Order

S. Lackey called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the agenda as presented. Discussion: None All Ayes: 6-0

Oath of Office for TJ Helfferich: Officiated by L. Coryell

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the January 17, 2017 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Carr, SECONDED by J. Wilczynski to accept the General Fund Operational checks for January 2017. Discussion: None All Ayes 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for January 2017. Discussion: Question for Mary B. about why there is no balance in account GL 017.003? (On Feb. 22, Mary explained to C. Berggren and L. Ballard that money is moved into this account in a large lump sum in early March.) All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- New Newsletter was shown and received many compliments from board.
- C. Berggren was complimented on the article he wrote for the Newsletter.
- Terri's husband, Danny, constructed a large, free-standing display board for our March Madness event and future needs.

- Festival of Tables is this coming Saturday (2/25) and the library's table will be Peanuts themed.
 - J. Carr pointed out that on Friday from 6-8p.m. there is a preview where people can vote for their favorite table for the Golden Plate Award.
- MLA will be supporting House Bill 4162, which would amend the Michigan Public Improvements Act to allow townships to use special assessments to fund broadband and communications projects in areas that still need high-speed Internet.
- On the ongoing question about whether the library will receive TIFA money, L. Coryell spoke with our attorney and was told that if there are outstanding bonds, the DDA will continue to capture the library's tax until there are no more bonds. These captured funds will be used for the same purposes as previously allowed.
- Made changes to the Dashboard, changing Attendance to Patron Engagement and adding Awareness Opportunities as a category. And added Hotspot usage data (E. Sensoli wondered if the usage data can be broken down further into city and township numbers?)

Strategic Plan Update:

- Created a projects on Asana to achieve and measure goals for the Strategic Plan.
- Adding the 3 catch words "Engage*Inspire*Equip" to the logo, which will mean a rollout of new name tags, business cards, and library advertising (banners, web page).

Friends Report Update:

L. Coryell gave the Friends update:

Friends had meeting on Feb. 4: G. Munce will continue as interim president for 4 months, at which point Gary Zenz will take over. Nancy Neff is Treasurer and Sue Skindziel is secretary. They approved the library's 2017 wish list of \$18,450. Staff appreciation lunch set for April 12.

Other Reports Notes:

- J. Wilczynski asked about hacking attempts mentioned in Mel's report. L. Coryell replied that that's why we have Mel and that problem is taken care of.
- Terri is going to add a dividing line to her Monthly Checkouts and %s chart to help make read easier.
- TJ wondered if page numbers could be added to the entire packet. C. Berggren and T. Lancaster agreed to give that a try for March's packet.

Presentations:

Stephanie Willette, Chelsea Farmer's Market

The DDA is doing construction this summer on the Palmer Lot, which will displace the Chelsea Farmer's Market. The market is planning to use the library's lower lot for its Saturday market (Wednesday's market will leave the downtown area) and have an arrangement to use the church's bathrooms. Realize that parking is an issue and will put up signs to reserve some of the spots for library parking only. Hope to add activities on Main St. for kids, maybe in a cross-promotion with library. Maybe some good opportunities there? Between 8a.m.-1p.m. the market usually draws about 800 patrons.

Stephanie also asked L. Ballard about access to an outlet in the parking lot, but there is not a power source nearby, so she was going to see about if the church has an outlet.

J. Wilczynski asked if the market looked into Timbertown as a location, but Stephanie emphasized that they wanted to remain in the downtown area.

David Pittman, Make This World Foundation/Community Radio

Got an FM license to become 102.3 FM WEGB: Ann Arbor station, with Chelsea area transmission and library is mounting a small antenna on the roof and allowing a transmitter to be housed in the closet of the computer lounge. Goal of the station is to reach people old and young across a wide spectrum. Will be producing 35 hours of original programming per week. Once the antenna is up and studio space is found (Huron High School is hosting, but the station is looking for multiple location to transmit from—also a location in Detroit), the station will start broadcasting via traditional radio band, streaming and internet. As a partner, the CDL will be able to promote upcoming programs and broadcast our programming via the station. The station's focus is Education, Environment, and the Arts. Also opportunity for local musicians to get radio play, which they'd never get on traditional radio. Will be connecting 3 very different communities in Chelsea, Ann Arbor, and Detroit. The antenna may have limitations (have to wait and see how far the broadcasts will reach), but remote transistors can be set up to extend the signal to reach the other target communities (Ann Arbor and Detroit).

Public Comment: None

Action Item #1: Donations and Budget Adjustments

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 January donations of \$2,744.17.

Discussion: None

All Ayes: 6-0

Action Item #2: Donations and Changes to the 2016 FY Budget

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept non-monetary donations estimated at \$20,894.00, which changes the 2016 FY Budget. Discussion: For future the board would prefer that the \$ amount is clearly defined as non-monetary, so there is no confusion that this is actual money being added to budget. All Ayes: 6-0

Committee Reports

Policy Committee – Set meeting date whenever policies are ready for review.

Finance Committee – 2/16, 4/27, 8/4 and 10/26 at 2:00 PM. The Audit/Finance meeting is 4/27 at 1:00 PM. J. Wilczynski reported that the committee’s 2/16 meeting included himself, S. Lackey, L. Coryell, and M. Budzinski and minutes draft is complete. The auditor’s suggestion of revising depreciation valuations was discussed.

Personnel Committee – No report. TJ had questions about committee’s function. Conducts Director’s review. Won’t meet until September.

Nominating Committee – No report

Fundraising Committee – Set meeting date. Minutes that were sent and appear in packet have not officially been approved, but did have a good meeting.

Public and Board Comment: None

Other Items:

E. Sensoli wondered how Sunday’s immigration event went. L. Ballard reported it went very well, with no disturbances, partially due to how the presenter laid out the information and designated what groups in particular were being discussed.

J. Carr mentioned that she tried to follow the program via live-stream, but couldn’t connect. L. Ballard reported that the live-stream didn’t actually happen because it was only a backup plan in case of an overflow crowd. It would’ve allowed overflow patrons to follow the program from another part of the library, but noted in the future we will make that clearer. J. Carr said she would like to see more live-streaming of programs, as it would be helpful for the mobility challenged.

Adjourn:

MOTION made by J. Wilczynski, SECONDED by A. Merkel to adjourn the meeting at
7:53p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date