

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

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

Trustees in Attendance: J. Wilczynski, J. Carr, E. Sensoli, TJ Helfferich.

Trustees Absent: C. Taylor, S. Lackey, A. Merkel

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests: None

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 TJ Helfferich to approve the agenda as presented. Discussion: None

All Ayes: 4-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the minutes of the February 21, 2017 Board Meeting. Discussion: TJ noted that she would still like to see page #s added, if at all possible.

All Ayes: 4-0

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to accept the General Fund Operational checks for February, 2017. Discussion: None

All Ayes 4-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for February, 2017. Discussion: J. Carr asked if the amount on page 13 for eBooks was for the month or for the year. Lori clarified it was a yearly total.

All Ayes: 4-0

Director's Report Update:

L. Coryell update:

- L. Coryell began by answering a previous question about the # of non-residential cardholders from local businesses. There are 141 non-residential cardholders from local businesses.
- Noted that the Authors in Chelsea annual event begins tomorrow and the big public portion will be held from 6:30-8pm at WSEC.
- Reminded all that there is still time to vote in the March Madness Final 4.
- Discussed the restructuring of the management team and librarian staff with Karen's impending retirement. There will be a shift of 1 from the management team to regular staff, as all the librarians will report to Keegan. Karen's replacement will still be a Youth/Teen librarian, just not a manager. The librarians will all move upstairs and the Adult Services office will be enlarged and renamed Information Services. There will also be a conference table for department meetings. This will mean taking some exist space (the area where the tax forms and microfilm machine are located) and putting up a wall. The added benefits, besides being less top-heavy managerial-wise, will be better communication and improved flexibility amongst librarians. Will also help to keep Keegan off of the information desk, so she can work on projects.
 - TJ asked where the microfilm machine would move to. No definitive answer available on that yet. Also asked if Keegan would be receiving a raise with the added responsibility. Lori acknowledged that there would be a pay bump.

Strategic Plan Update:

- L. Coryell reported that we've been working on finalizing the metrics for the Strategic Plan, as well as reorganizing with Design Think. Design Think will help the library take better advantage of its existing space. Keegan has been working on this and we plan to use a combination of cognitive mapping and patron interviewing to collect data.
- There is still a question about how to handle Design Think data, once collected, and whether to hire outside help to assist in converting data to action.
 - J. Wilczynski stated that he thinks it's a good idea to bring in an expert with outside perspective.

Friends Report Update:

L. Coryell announced that the Friends of the CDL want to invite the members of the board to their staff appreciation luncheon event on April 12th from noon to 1:30 in the McKune room.

Other Reports Notes:

- L. Coryell discussed the Washtenaw Reads event in Ann Arbor that had approximately 600 pax in attendance and featured a particularly diverse crowd. She said that CDL will be participating in the event again next year and that Keegan is on the committee to choose the next title. Also, the really nice thing about this partnership is that the Ann Arbor library pays the bill for the event and to bring the author in for the discussion.
- J. Wilczynski asked L. Ballard about the damage mentioned in her report caused by the planned power outage. L. Ballard replied that the damaged bulbs will be replaced under warranty and that the city has agreed to pay for the electrician that was needed to fix the blown bulbs.
- J. Carr asked about the new hire to Adult Services, Laura Brown, and suggested that maybe she could come to the next board meeting. Also, mentioned that she's been listening to radio program being broadcast from CDL and wondered if, as part of our agreement, they could advertise our book sales. L. Coryell said she would email David about that possibility.

Public Comment: None

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 February donations of \$ 8,500.00.

Discussion: None

All Ayes: 4-0

Discussion Item #1: Budget Development Calendar

- The board looked at the proposed schedule for developing the 2018 budget and acknowledged that it looked good.

Discussion Item #2: Local Community Stabilization Authority Check

- This discussion was shelved until next month's meeting due to three board members being absent and the importance of everyone's input on this subject.

Committee Reports

Policy Committee – A meeting was scheduled for Monday, March 27 from 12-12:30 in Lori's office

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee – A question was raised whether the minutes from the last meeting have been approved yet? A. Merkel will need to verify.

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 7:19pm.

All Ayes: 4-0

Janice L. Carr, Board Secretary

Date