

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

Tuesday, June 20, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, S. Lackey, J. Wilczynski, J. Carr, E. Sensoli (arrived partway through meeting), & TJ Helfferich.

Trustees Absent: A. Merkel

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

Guests: Terri Lancaster, Jody Wolak, Michael Voorheis

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by S. Lackey, SECONDED by J. Wilczynski to approve the agenda as presented. Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the minutes of the May 16, 2017 Board Meeting. Discussion: In the future Charlie would like to see Midwest Literary Walk spelled out instead of abbreviated. All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by TJ Helfferich to accept the General Fund Operational checks for May, 2017. Discussion: None All Ayes 5-0

MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to accept Financial Reports for May, 2017. Discussion: None All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Lori introduced Jody Wolak, new Youth/Teen Librarian.
- Lori pointed out that the Fairy Garden is officially open and mentioned that there were roughly 50 people in attendance at the ribbon cutting ceremony.
- Lori passed out an updated May Dashboard that showed hotspot usage numbers.
- Lori pointed out the letter in Communications from TLN acknowledging Ron's exemplary work as a committee member on the ILS team.

Friends Report Update:

- The Friends had a meeting on June 8, in which they voted Gary Zenz new president, effective immediately. Their next meeting is July 19 and Lori will be attending.

Strategic Plan Update:

- Lori passed out a metrics and also pointed out that for transparency it's also tracked on the website. Also, noted that Strategic Plan is on the agenda for every management meeting.
- Design Think is moving closer and the team will be starting to interview patrons and observe how they use our space soon.
- TJ would like to see "Press mentions/clippings" added to the goal metrics.

E. Sensoli arrived from her previous meeting to this one. From this point forward there were 6 board members present.

- Charlie complimented the new logo and the banners and TJ shared that she's had a lot of random conversations with people recently in which they have stated how awesome the library is (and this is without them knowing that she's a board member). Charlie also suggested that the board members do their part to help drum up support for library programming.
- Charlie wanted to go through the Goal Metrics handout initiative by initiative. All this information is included in Lori's Strategic Planning Update in her monthly board report.

Other Reports Notes: None

Presentations: Michael Voorheis, Financial Advisor, CSB Investment Services

- Michael spoke about the library's investments and passed out a report highlighting such.

Public Comment: None.

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by J. Carr to approve and acknowledge the presented 2017 May donations of \$3,450. Discussion: None All Ayes: 6-0

Discussion Item #1: Budget Hearing Notice

This will move to Action in July

Discussion Item #2: Library Policies (420 Signs, 430 Rules of Conduct, 551 Fixed Asset Capitalization, and 555 Credit Card Policy)

Jan explained that these 4 policies were revised or reviewed in the Policy Committee and are now ready for board approval.

MOTION made by S. Lackey, SECONDED by E. Sensoli to move Discussion Item #2 to Action Item #2. Discussion: None All Ayes: 6-0

Action Item #2: Library Policies (420 Signs, 430 Rules of Conduct, 551 Fixed Asset Capitalization, and 555 Credit Card Policy)

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the 4 updated policies. Discussion: None All Ayes: 6-0

Discussion Item #3: Unique Management Services

Terri explained that TLN has had us cleaning up old accounts and she's been looking at the number of delinquent accounts and the \$ amounts owed from those accounts; she passed out a handout showing the staggering \$ amounts of missing items. To help alleviate this problem she would like the library to start using Unique Management Services, which is a collection agency that works through TLN. 26 of the 53 libraries in the TLN network currently use this service and Terri provided the board with some reviews from those libraries.

- Elizabeth asked if this will require a policy change? Terri replied, no, because it's a service offered through TLN and we are a member.
- Jan suggested an "Amnesty Day" before starting with this service. Linda said we've done them in the past, but with minimal success. Susan concurred that the Amnesty Day(s) should be right before the collection agency begins. Charlie wanted this Amnesty Day/period set up and put in the next newsletter.
- The board was in agreement that the \$ amounts of missing items are a big problem and that action needed to be taken to help fix this issue.

MOTION made by E. Sensoli, SECONDED by J. Carr to move Discussion Item #3 to Action Item #3. Discussion: None. All Ayes: 6-0

Action Item #3: Unique Management Services

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the use of Unique Management Services as a TLN authorized collection agency. Discussion: None All Ayes: 6-0

Discussion Item #4: Non-Resident Fees

Terri asked that the non-resident fees rise from \$107 to \$125, to stay in line with what similar libraries are charging, and because this amount hasn't moved since 2003 and we are a much different library now in terms of what we offer than we were then. She noted that the majority of these non-resident signups are from Sharon Township, since they are not currently part of any library network.

- The board believed this is not only fair, but needs to be periodically reviewed, so that there isn't such a lengthy time gap between increases in the future.

MOTION made by J. Carr, SECONDED by J. Wilczynski to move Discussion Item #4 to Action Item #4. Discussion: None. All Ayes: 6-0

Action Item #4: Non-Resident Fees

MOTION made by J. Carr, SECONDED by J. Wilczynski to increase the non-resident fee to \$125. Discussion: None All Ayes: 6-0

Committee Reports

Policy Committee – Jan reported that they met last Friday, June 16; three policies were reviewed/revised and will be ready for the board next month.

Finance Committee – Presented minutes from the June 6 Budget Presentation meeting. Jerry wanted to note that the 4% increase to personnel expenses in the 2018 budget isn't extracting funds from another part of the budget, rather the revenue has increased by 2%.

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items: Lori reported that she and Linda met with Shirley Bruursema on May 24 to discuss the CDL millage.

Jody complimented the board on their thoroughness and dedication and said that after sitting through the meeting she's even more excited to be here at Chelsea District Library.

Adjourn:

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 8:19 p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date