

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

Tuesday, August 15, 2017 (directly following Budget Hearing)  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** C. Taylor

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

**Guests:** None

**Welcome and Call to Order**

S. Lackey called the meeting to order at 7:40 p.m.

**Agenda Review and Additions**

MOTION made by J. Wilczynski, SECONDED by J. Carr to approve the agenda as presented. Discussion: S. Lackey wanted this changed to read "Agenda Review, Additions, and Approval" going forward, as it will help the board remember to approve it.

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the July 18, 2017 Board Meeting as amended. Discussion: J. Carr wanted a typo changed from "closest" to "closet."

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to approve the CLOSED Session minutes of the July 18, 2017 Board Meeting as amended. Discussion: Board wanted one word changed for the purpose of accuracy.

All Ayes: 6-0

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to accept the General Fund Operational checks for July, 2017. Discussion: None

All Ayes 6-0

MOTION made by A. Merkel, SECONDED by J. Wilczynski to accept Financial Reports for July, 2017. Discussion: None

All Ayes: 6-0

### **Director's Report Update:**

L. Coryell update:

- Lori passed out the ALA response to the incident in Charlottesville.
- Pointed out that there was no Dashboard included in this month's packet due to the issues with the people counter and not having concrete numbers to report.
- Linda gave an update the construction and said that Monday will be the start of the office move. Also, that LED lighting project continues.
- Lori announced that Bill Tucker, from our auditing firm, will be at the September meeting to discuss changes at Abraham & Gaffney, P.C. Also, mentioned that we will have Celia Morse from TLN at the October meeting to discuss the ILS migration.
- Linda spoke about the newly formed Health Committee that was started with the National Kidney Foundation of Michigan wellness grant money and what sorts of things this committee will focus on.
- Jan Carr pointed out that this is the first year that the Summer Reading Program has surpassed 1,000 people, and that that is quite a milestone.

### **Friends Report Update:**

- At the Friends July 19 meeting (the first under new President Gary Zenz) discussed the sale of new tote bags and memorial donations to Friends.
- Voted to designate the \$723.64 donated to their organization in memory of Stan Staffeld for memorial seating furniture in the Reading Garden.
- Set the date for the annual Friendraiser Tea Party as Wednesday, October 18 at 3 p.m.
- Next Friends meeting scheduled for August 16 from 6:30-7:30 in McKune
- The Friends of Michigan Libraries Workshop will take place on Thursday, October 12 at the Kent District Library Service Center in Kalamazoo. The workshop is entitled "Knowledge Is Power: Managing Your Friends Group for Optimal Friend-ly Service." The FOML Trustee Alliance will take place the following day on October 13.

### **Strategic Plan Update:**

- The Stan Staffeld seating furniture has been assembled in the Reading Garden.
- Design Think process update.
- Wellness grant (from the National Kidney Foundation of Michigan) and formation of the Health Committee.

### Other Reports Notes:

Metro Detroit Meet the Authors Author Luncheon set for Monday, October 16 in Livonia. Jane Alexander, Heather Ann Thompson, Claire Messud, and Chris Bohjalian are the featured authors. Tickets are \$40 at [www.bookandauthor.info](http://www.bookandauthor.info).

**Presentations:** None

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 July donations of \$1,000.

Discussion: None

All Ayes: 6-0

### **Action Item #2: Policy Revisions**

MOTION made by J. Wilczynski, SECONDED by A. Merkel to approve the presented policy revisions to Subject 101 (Compensation), 102 (Benefits), and 304 (Introductory Period) of the Human Resources Policy and Procedure Manual. Discussion: None

All Ayes: 6-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –** Report in packet.

**Personnel Committee –** TJ will set up a meeting in October or November.

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment:** None

**Other Items:**

**Adjourn:**

MOTION made by J. Wilczynski, SECONDED by A. Merkel to adjourn the meeting at 8:08 p.m. All Ayes: 6-0

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Janice L. Carr, Board Secretary

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Date