

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

Tuesday, October 17, 2017 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Charlie Taylor, Susan Lackey, Jerry Wilczynski, Jan Carr, Elizabeth Sensoli, Anne Merkel, & TJ Helfferich.

**Trustees Absent:**

**Staff:** Director Lori Coryell, Assistant Director Linda Ballard, Terri Lancaster, Ron Andrews, & Chris Berggren.

**Guests:** Celia Morse (TLN)

**Welcome and Call to Order**

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

**Agenda Review, Additions, and Approval**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the agenda as amended, with the guest speaker moved up. Discussion: The board moved Celia Morse's presentation to the beginning of the meeting, preceding the Compulsory Segments.

All Ayes: 7-0

**Presentations: Celia Morse (The Library Network)**

- Celia introduced herself to the board and explained the need and process for choosing the new TLN ILS system. She thanked Ron for his involvement and expertise throughout the process.
- She noted that TLN covers 50 libraries (in 53 separate buildings) and that that constitutes the largest network of libraries in the state of Michigan and is also one of the largest in the country.
- The ILS system unanimously chosen was CARL by The Library Corporation (TLC) and is designed for large library consortiums. They handle L.A., which is the single largest library system in the country. TLN signed a 7-year contract with no annual increases. Set-up for the new system will begin in November and take about 6 months.
- The target date for the system to be fully up and running is Tuesday, May 29, 2018. There will be a 3-day migration period, which will take place over Memorial Day weekend. This was strategically planned over the holiday, but TLN is recommending that libraries close over this entire period.
- There will be data load tests in December and March, and the old system will still be available for back-up until the end of June.

- Lori thanked Celia for all her hard work and for coming to speak to the board, while also recognizing Ron's and Terri's contributions to this process. Celia, likewise, complimented CDL and noted that the library has an amazing staff.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the September 19, 2017 Board Meeting. Discussion: Charlie mentioned that the September Draft Minutes that Patron Appeal 2017-1 had requested immediately following the September Board Meeting had been promptly mailed via Certified USPS Mail, but that Patron Appeal 2017-1 had not signed for the letter and therefore not received it.

All Ayes: 7-0

MOTION made by J. Wilczynski, SECONDED by A. Merkel to accept the General Fund Operational checks for September, 2017. Discussion: None

All Ayes 7-0

MOTION made by J. Carr, SECONDED by J. Wilczynski to accept Financial Reports for September, 2017. Discussion: None

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Lori noted that this is National Friends of the Library Week.
- Also noted that this coming Saturday, Oct. 21, is the Kids Read Comics program and reminded board members to please share and/or like our programs on Facebook.
- Mentioned that we hope to have flu shots available at the staff in-service and to let Linda know if board members are interested, as we need to hit a threshold of 20 for them to come.
- Announced that John Lawrence is returning to do another teen event at the library, at which 60 teens are expected to attend.
- Charlie complimented the library's efforts to work with and be more visible within the Chelsea Schools and wondered if we could get specific programs announced on the school PA systems. Lori said she will look into the possibility.
- Lori said that the board bylaws have been posted to the library webpage.

- Ron Andrews spoke about the Hand Challenge program that the library has been taking part in. Three prosthetic hands (two adult and one adolescent) have been created and assembled using the 3-D printer. The hands can be connected to a patient's wrist and the fingers can move and grip items with the assistance of a system of rubber bands and fishing line that are controlled by the patient moving their wrist. Ron passed around one of the prosthetic hands for the board members to see and explained that the adult hands required 20 hours to make all of the parts and that the adolescent hand took 12 hours.
- Lori reminded board members to vote for pumpkins on either Oct. 31 or Nov. 1 in the patron decorating and staff decorating contests.
- Also passed out the 5-year Performance Measure Comparison that the board had requested and briefly discussed.
- The board unanimously congratulated Linda on reaching her 22-year anniversary with the library!

**Friends Report Update:**

- Lori said that the Friends met on Sept. 20.
- Also announced that the Friends' recruitment Afternoon Tea event is scheduled for Oct. 18 from 3:30-5:00 and that the formal dedication of the Stan Staffeld outdoor sitting table will also take place that afternoon.
- Noted that the wish list for 2017 has now been completed.
- The Friends Annual Meeting is scheduled for Jan. 27.

**Strategic Plan Update:**

- Lori listed the notables from the update and pointed out that the Song Fest had helped in meeting multiple teen involvement goals.
- Susan asked that all the Strategic Plan goals be listed in the update each month, whether or not there is an update that meets each specific goal, just so the board has a comprehensive list of the complete plan to reference.
- TJ mentioned that she appreciates all the staff reports, as they are good updates for everything that the library does.

Other Reports Notes: None

**Public Comment:** None

**Discussion Item #1: 2017 Budget Adjustments**

MOTION made by J. Carr, SECONDED by A. Merkel to move Discussion Item #1 to Action Item #1. Discussion: Lori pointed out that the building upgrades that these funds are being moved to cover are part of the Strategic Plan.

All Ayes: 7-0

**Action Item #1: 2017 Budget Adjustments**

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the recommended adjustments to the budget. Discussion: None.

All Ayes: 7-0

**Discussion Item #2: Policy Changes**

MOTION made by A. Merkel, SECONDED by E. Sensoli to move Discussion Item #2 to Action Item #2. Discussion: J. Carr explained the changes in the policies and why the policy committee felt the changes were necessary.

All Ayes: 7-0

**Action Item #2: Policy Changes**

MOTION made by A. Merkel, SECONDED by S. Lackey to approve the policy changes to policies 211, 220, and 240. Discussion: None

All Ayes: 7-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –** Oct. 26 meeting planned at 2 p.m.

**Personnel Committee –** Met on Oct. 3. TJ needs the remaining evaluations back by Oct. 30, either via email or in the folder in her mailbox.

**Nominating Committee –** Oct. 19 meeting planned at 10:30 a.m.

**Fundraising Committee –**

**Public and Board Comment:** None

**Other Items:** None

**Adjourn:**

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to adjourn the meeting at 7:57 p.m.

All Ayes: 7-0

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Janice L. Carr, Board Secretary

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Date