

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

Tuesday, February 20, 2018 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, E. Sensoli, A. Merkel, J. Carr, TJ Helfferich & Gary Munce.

Trustees Absent: S. Lackey

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

Guests: Lisa Carolin from the Chelsea Update was in attendance.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None All Ayes: 5-0

Elizabeth Sensoli, who was absent from the January meeting, was sworn in by taking the oath of office.

Trustee Jan Carr arrived.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by G. Munce to approve the minutes of the January 16, 2018 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept the General Fund Operational checks for January, 2018. Discussion: None All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for January, 2018. Discussion: None All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori discussed the Festival of Tables fundraiser, which the library will once again be taking part in, at the Senior Center. Both Lori and Jan encouraged board members to spread the word and to take part on Friday and Saturday.
- Lori showed the board the new spring newsletter to rave reviews. The board were particularly impressed by the writings of local high school teens. Charlie suggested finding a way to increase this teen interaction.
- There has been a reorganization on the second floor in an attempt to increase safety and security. The public computers have been pushed back and the study tables moved up closer to the teen area in an attempt to segregate the teen and adult areas more. Also, the Learning Lab computers will all be filtered going forward and the Lab will be a non-quiet area from 3:30 to 6:30 to better accommodate the after-school kids, who use the library.
 - Charlie asked about cameras and Linda explained that Mel and Ron have been in contact with three vendors and that all cameras will be updated, as the current ones are 11 years old and need updating. The outside camera facing out from the McKune Room will cease to exist, as it was deemed not necessary, but two new cameras will be added: a front door camera and a second-floor camera that faces the public computers.
 - Charlie asked if this was part of Design Think and what the update on that project was in terms of a timeline. Lori answered that the Design Think project is part of the Strategic Plan and is slated to run through 2019. It is currently being researched, but Keegan thinks she'll probably need most of that time in order to assure that the project's goals are properly met.
 - Elizabeth asked about the Safe Routes to School program and wondered if Lori could elaborate on that initiative. Lori talked about the library's role and partnership (with 5 Healthy Towns, Silver Solutions, and Chelsea Schools) in this program that promotes kids walking to school safely together in groups, often with activities along the way. There was a recent event in Manchester that Lori attended and the plan is for the CDL to be a drop-off or start point for kids to walk to several Chelsea schools.
- Lori pointed out that outside-group room rental was added to the performance dashboard. Several trustees commented that the dashboard is printed too small and wondered if it could be enlarged for the next packet. Gary questioned if it was necessary to post the door count numbers that were estimated when the counter was malfunctioning, as they're not accurate.
- Elizabeth noticed that in Keegan's Information Services report that the library used a button-maker to make buttons promoting the upcoming Authors in Chelsea event. She wondered if a button-maker might make a good item for the CDL Garage. Lori liked the idea, but also mentioned that the supplies to actually make buttons would not be included with the button press and would need to be purchased separately. She will add the suggestion to the list of potential garage items, however.

Strategic Plan Update:

- TJ asked about the Vice Magazine interview mentioned in the update. Lori shared that a journalist from Motherboard, Vice's science and tech site, contacted Mel and Ron about broadband and the importance of libraries to those who don't have internet. The article should be out later in the spring.
- Charlie thanked Lori for the detail of the report and how full it was. Lori admitted she was surprised by how much had been accomplished in January.

Friends Report Update:

- Lori reported that the Friends held their annual meeting in McKune on January 27, which was attended by 16 people. The new officers approved were:
 - President: Gary Zenz
 - Secretary: Sue Skiendziel
 - Treasurer: Nancy Neff
 - Hospitality Chair: Michele Mullens
- The following offices remain open, however: President-Elect and the Membership and Communication Chairs.
- Keegan joined them to highlight items in the CDL Garage.
- There are 70 Friends members to date.
- JoAnne Munce continues to maintain the library-affiliated little free libraries.
- There was a wonderful advocacy exercise, suggested by Jennifer Kundak, called Take 5 Minutes to Speak Out for Libraries! Lori shared the handout from this activity with the board.
- There is no Friends meeting scheduled this month.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve and acknowledge the presented 2018 January donations of \$8,495.00.

Discussion: TJ asked how big the CDL Endowment is? Lori didn't know the exact amount offhand, but said she would find out. She estimated it to be around \$20,000.

All Ayes: 6-0

Discussion Item #1: Value Statement

- Lori explained that the library has a list of “core values” that appear on the website and after talking with several members of the community, the library wishes to add the value statement “A safe, secure environment for all library visitors” to the list.
- Charlie asked how many core values the library currently lists. Lori answered there are seven and this would be the eighth.
- The board asked about the order of the values. Lori explained that the values are in no particular order. Jan stated that she believes that putting them in any kind of ranking order would be highly controversial and expressed her desire to leave these values in an order-less form.
- This item will move to Action in March.

Discussion Item #2: Policy 435 Update

- Jan explained that the need to further update the recently updated Policy 435 (Library Violations Enforcement Policy) had arisen, in an effort to strengthen the policy.
- Jan read the proposed changes and informed the board that this will move to Action in March.

Discussion Item #3: Credit Card Limit Increase

- Elizabeth spoke about the library’s need to raise the limit on their credit card account, as this had been a recent Finance Committee topic.
- The current limit is \$5,000, but there are several times a year that the card gets maxed out and cannot be used. This typically happens around library conference season (March) and at the end of the fiscal year (December), but can cause problems due to scheduled payments not being able to go through. The library’s cards are used more than ever because the auditors have dissuaded the practice of using private cards and then seeking reimbursement. The library seeks to raise the limit to \$10,000.
- Lori further added that the cards are kept in the safe and must be checked out to use.

MOTION made by E. Sensoli, SECONDED by A. Merkel to move Discussion Item #3 to Action Item #2. Discussion: None.

All Ayes: 6-0

Action Item #2: Credit Card Limit Increase

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented increase to the library’s credit card limit. Discussion: None.

All Ayes: 6-0

Committee Reports

Policy Committee –

Finance Committee – Draft minutes are included in packet. Tried to meet with auditors, but proposed meeting didn’t work out. Did look over Reconciliation Report and addressed the credit card issue. Several board members asked about the library’s opinion of the audit firm.

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment:

- Gary talked about Sonic Sunday and the library’s role in their success. He encouraged the library to become even more active in the area’s visual and performing arts.
- TJ and Gary also noted the wonderful photo display in the lobby and how great it would be to always have some form of art or display up.
- Linda agreed and mentioned that Chelsea doesn’t really have another good venue for displaying local art.

Other Items:

- Charlie announced that he will not be at the March board meeting.
- Jan suggested that following adjournment, the trustees make a trip to examine the second floor changes.

Adjourn:

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 7:51p.m.

All Ayes: 6-0

Anne Merkel

3-20-18

Anne Merkel, Board Secretary

Date