

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

Tuesday, April 17, 2018 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** C. Taylor, S. Lackey, E. Sensoli, A. Merkel, & TJ Helfferich.

**Trustees Absent:** J. Carr & G. Munce.

**Staff:** Director L. Coryell, R. Andrews, M. Bell, & C. Berggren.

**Guests:** Jordan Smith (representing Stevens, Kirinovic & Tucker P.C.) & Mary Budzinski.

**Welcome and Call to Order**

C. Taylor called the meeting to order at 6:48 p.m.

**Agenda Review, Additions, and Approval**

Charlie asked that Jordan Smith's presentation be moved to the start of the meeting and that Discussion Item #2 be moved to the very end, as it will require going into closed session.

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

**Presentation:**

Jordan Smith, SKT P.C., Audit findings and report:

- The firm has given Chelsea District Library a "Clean, Unmodified Opinion," which is the best audit outcome, for the 2017 audit.
- 3% revenue increase, which is relatively flat.
- Overall, Jordan said that CDL is remarkably well run and the firm rarely sees a library that stands out like this.
- Charlie asked Jordan's opinion on what specifically makes CDL stand out? Jordan replied that there are many checks and balances and the internal controls are good.

**Compulsory Segments:**

**Minutes and Approval of Checks**

Charlie wanted a small wording change in the March 20 minutes, involving the endowment.

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the minutes of the March 20, 2018 Board Meeting, as amended. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for March, 2018. Discussion: None

All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for March, 2018. Discussion: None

All Ayes: 5-0

**Director's Report Update:**

L. Coryell update:

- The Midwest Lit Walk is next Saturday and Lori would like the board members to spread that news via word of mouth and to help drum up support and excitement for the event.
- Safety and security updates on now being published on the library's website. The new value statement was also added.
- Lori has researched GoDaddy and found that they've cleaned up their act dramatically, and so we have no current plans to drop them as a vendor.
- Emailed out digital copies of the latest Michigan Library Trustee Manual to all board members.
- A discussion of ADA compliant websites stemmed from Lori's rundown on the library conference in Philadelphia. This involves encrypting web code so that the blind and sight impaired can navigate our site with descriptive programs that read and describe the images.
- Lori passed out a pamphlet titled *From Awareness to Funding*, which covers information about voter perceptions and millages, relative to public libraries.
- A graph showing month to month spikes and trends in library usage over the past two years that Mel created was also shared.
- Lori showed the board the carpet selections that Linda decided on.

### **Strategic Plan Update:**

- Lori read through her Strategic Plan report, which included the building's landscape project, moveable walls for the McKune Room, Walk to School Wednesdays, and proposed storyboard walks in Chelsea.
- Mel spoke on her work with the 4-H project: they got a grant from Microsoft and asked Mel to do a presentation on Surface Pro. Mel and Ron also volunteered to update their computers and give them recommendations on protection.

### **Friends Report Update:**

- The Friends met on April 10 and the following day put on the Staff Appreciation Luncheon in the McKune Room, which was a wonderful event.

### Other Reports Notes:

Charlie wanted to know what other big events were approaching, besides the Midwest Lit Walk and Summer Reading Program. Lori reported that Music in the Air is June 2 and that Artist in Residency will be in early July.

### **Public Comment:** None

### **Presentation:** Ron and Mel on tech security:

- The 1<sup>st</sup> level of security is the physical building of the library.
- The 2<sup>nd</sup> level are the servers, which are separated into Public and Staff for added security.
- The 3<sup>rd</sup> level is passwords.
- The 4<sup>th</sup> level is Symantec Endpoint software protection. The public computers also have Deepfreeze, so can't write to the hard drive, and require a reboot after logout, which wipes away everything the previous patron had worked on.
- So, can we prevent Ransomware? No, but...
- The 5<sup>th</sup> level is Firewall (which is an appliance that acts as a front door to our network). The Firewall only lets known entities in. Also, Mel will be upgrading to a newer Firewall later this year.
- The 6<sup>th</sup> level is backup. Backup is run daily on staff data and kept for 7 days. Additional financial data is backed up in 4 different ways: on an external hard

drive, on a thumb drive kept offsite, in the regular backup, and in a backed up copy of the original backup.

- The board asked about cameras. Ron explained that there will be two upstairs and one downstairs, covering the front door, and they've chosen a vendor and are now in the contract phase.
- Mel spoke about offsite storage for regular backup and exploration of options.
- Ron and Mel shared that they are also working on a tech plan for the next 5 years, which will be distributed at the May board meeting and presented at the June meeting.

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

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve and acknowledge the presented 2018 March donations of \$2,600.00.

Discussion: None

All Ayes: 5-0

### **Discussion Item #1: Board Retreat**

Anne agreed to act as Retreat Coordinator and Susan agreed to help. Will set up an agenda and then present to the board.

### **Committee Reports**

**Policy Committee** –

**Finance Committee** – Elizabeth passed out the draft minutes from the latest meeting.

**Personnel Committee** –

**Nominating Committee** –

**Fundraising Committee** –

**Public and Board Comment:** None

**Other Items:** None

**Discussion Item #2: Patron Appeal 2017-1**

MOTION made by A. Merkel, SECONDED by E. Sensoli to move to Closed Session, in the interest of patron privacy. Anne, as secretary, read the roll call vote to move to Closed Session, which passed unanimously.

**Adjourn:**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to adjourn the meeting at 8:53 p.m.

All Ayes: 5-0

Anne Merkel

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Anne Merkel, Board Secretary

5-15-18

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Date