

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

Tuesday, August 21, 2018 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** S. Lackey

**Staff:** Director L. Coryell, Assistant Director L. Ballard, C. Berggren, R. Andrews, M. Bell, T. Lancaster, & P. Roberts

**Guests:** None

**Welcome and Call to Order**

C. Taylor called the meeting to order at 7:39 p.m.

The board agreed to move the Tech Presentation to the beginning of the meeting.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda, as amended. Discussion: None All Ayes: 6-0

**Presentation: CDL Technology Plan by R. Andrews & M. Bell**

Melanie explained that the two main goals over the next 5 years are to engage, inspire, and equip our patrons by providing access to services and technology that lessens the digital divide, as well as maintaining a secure, safe, and open computing environment for both patrons and staff.

Melanie emphasized that this plan that she and Ron put together is a guideline more than anything and not set in stone.

The goal is to keep up to date on the latest technology within budget constraints—a challenge for any library. Also, emphasized that virtual servers are where everyone is going because it allows you to test out things such as updates.

Gary highly recommended going to a ticket system and asked what keeps her up at night in terms of CDL technology. Melanie answered off-site backup.

The board overwhelmingly thanked Melanie and Ron for preparing and presenting the technology plan and shared their confidence in the plan.

### **Compulsory Segments:**

#### **Minutes and Approval of Checks**

The board found a typo that needed correcting in the July minutes.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the July 17, 2018 Board Meeting, as amended. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept the General Fund

Operational checks for July, 2018. Discussion: None

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by G. Munce to accept Financial Reports for July, 2018. Discussion: None

All Ayes: 6-0

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

L. Coryell update:

- Lori shared the new Newsletter and that the banners for the American Farmers exhibit will be going up shortly.
- Program attendance is up, even with fewer programs, so the philosophy of quality over quantity seems to be working.
- Looked at the highlights on the Performance Dashboard.
- Staff In-Service was last Friday and was a huge success. She will talk more about the In-Service during her September report.
- Booth in the Merchant Barn at the Chelsea Fair. Thanked Marilyn Kuehl, who did an incredible job helping to get the booth ready.
- Reminded everyone that the library has some big events/programs coming up next month, Rockin' on the Farm on September 8 and Song Fest on September 29, and to make sure to spread word of mouth about these amazing programs.

### **Strategic Plan Update:**

Noted that the demoing for Design Think has begun and encouraged board members to check out the proposed changes. Also, read from the Strategic Plan Update in the packet. Several trustees mentioned the sheer amount of goals that are being hit is impressive.

**Friends Report Update:**

- The Friends met August 9 and have set January 26 as the date for their annual meeting.
- There are still Friends officer positions open. Membership Chair had to resign.
- They are wondering about possibly creating a Friends retreat at some point and might ask the board about ideas.
- Next meeting is September 13.

Other Reports Notes:

Linda noted that the new carpet had been installed in the kid's area.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented 2018 July donations of \$14,450.00.

Discussion: None

All Ayes: 6-0

**Discussion Item #1: Chelsea Community Foundation Grant Application Approval**

Lori explained that the grant she was applying for needed board support, which the trustees were happy to give.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Item #1 to Action Item #2. Discussion: None.

All Ayes: 6-0

**Action Item #2: Chelsea Community Foundation Grant Application Approval**

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to support the library's application for the \$10,000 Chelsea Community Foundation grant. Discussion: None.

All Ayes: 6-0

**Discussion Item #2: Millage**

The millage chairs are actively working to create a millage committee and will be meeting with Shirley Bruursema, an expert on millages.

**Committee Reports**

**Policy Committee –**

**Finance Committee –** Elizabeth shared that she'll be calling a meeting soon.

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment:**

The Board Retreat will focus on the millage and endowment policy. Any other suggestions should be emailed to Anne.

Gary spoke about the government report on rural broadband and how Washtenaw County is looking into using library's as outreach.

**Other Items:** None

**Adjourn:**

MOTION made by E. Sensoli, SECONDED by J. Carr to adjourn the meeting at 8:53 p.m.

All Ayes: 6-0

Anne Merkel

9-18-18

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Anne Merkel, Board Secretary

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Date