

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

Tuesday, November 20, 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, Assistant Director L. Ballard, & C. Berggren.

Guests:

Welcome and Call to Order

C. Taylor called the meeting to order at 6:46 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

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the minutes of the October 12, 2018 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for October, 2018. Discussion: Several trustees mentioned that the new format of the List of Checks and the Check Registry is repetitive and that they would like to have a discussion item for December to decide which to keep and which to drop, moving forward.

All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to accept Financial Reports for October, 2018. Discussion: None
All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- 2 Additions to Director's Report:
 - Artful Aging exhibit will be displayed in the lobby from Dec. 3-30. Will also be hosting a reception for the artists on Dec. 5.
 - Library Law Consultant Clare Membiela will be on the Feb. board meeting agenda for Q&A.
- Lori explained about the TLN executive committee and the boards she serves on (Chair of SASUG) and the functions and how often they meet.
- Elizabeth asked about the Storybook Trail being permanent. Lori said that that is the plan. Also asked about if Lima Township can refer questions about past property rights to the library. Lori answered that we can certainly answer a lot of historical questions about our service area.
- There was also a discussion about programming and the library's shift to quality over quantity.

Strategic Plan Update:

- Lori read through the update listed in the packet and answered questions about specific goals.
- Already looking ahead to the next Strategic Plan.
- Charlie reiterated how impressed he is that the current plan has been followed and documented so well.

Friends Report Update:

- No new update.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve and acknowledge the presented 2018 October donations of \$165.

Discussion: Susan wanted it to be noted that her donation was in memory of Marshall Carr.

All Ayes: 5-0

Discussion Item #1: Calendar of Operations

Looked over the dates. This will appear as an action item in December.

Discussion Item #2: Board Meeting Calendar

This will also appear as an action item in December.

Discussion Item #3: 2018 to 2019 Budget Adjustments

Went over preliminary carryovers. The final adjustments will be approved in December.

Discussion Item #4: Capital Improvement Fund Commitment

Will appear as an action item in December. Mary Budzinski explained the need for this commitment to the board last year and why it needs to be a yearly commitment.

Discussion Item #5: Ameriprise Corporate Resolution

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move Discussion Item #5 to Action Item #2. Discussion: None.

All Ayes: 5-0

Action Item #2: Ameriprise Corporate Resolution

MOTION made by S. Lackey, SECONDED by A. Merkel to grant approval to Ameriprise's corporate resolution, which may allow the library online access to our account. Discussion: Anne, as secretary, signed our contract with Ameriprise.

All Ayes: 5-0

Discussion Item #6: Millage

Lori distributed two different versions of the millage proposal: one that is a straight renewal and one that is a return to pre-Headley numbers. Lori prefers the simpler straight renewal, though she said that Shirley Buursma, our millage advisor, prefers the latter. The board seemed to think that simpler was better.

Committee Reports

Policy Committee –

Finance Committee – Met on Nov. 19 and will have minutes for the Dec. packet. Discussed that Mary Budzinski, the library’s bookkeeper, is leaving in the spring of 2019. This next year is also the final of our contract with current auditor. In light of these two issues, Lori indicated that she hopes to extend the contract by a year.

Personnel Committee – TJ asked for evaluations for Lori’s review.

Nominating Committee – New officers and committees were decided on and will be approved in December.

Community Outreach Committee –

Public and Board Comment: None

Other Items: Lori reminded Charlie that he’s on the Dexter Township agenda, but still needs to be formally approved to continue on the CDL Board of Trustees.

Adjourn:

MOTION made by A. Merkel, SECONDED by S. Lackey to adjourn the meeting at 7:58 p.m.

All Ayes: 5-0

Anne Merkel, Board Secretary

Date