

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

Friday, December 13, 2024 10:00 a.m.  
Meeting Location: McKune Room

**Trustees in Attendance:** J. Carr, G. Munce, B. Swistock, P. Garcia, TJ Helfferich, & W. Reinhardt.

**Trustees Absent:** S. Lackey

**Staff:** Director L. Coryell, Asst. Director L. Ballard, C. Berggren, & K. Ballard.

**Guests:** Jacquelyn Bullerman

**Welcome and Call to Order**

J. Carr called the meeting to order at 10:00 a.m.

**Consent Agenda**

MOTION made by G. Munce, SECONDED by W. Reinhardt to approve the Consent Agenda with the November minutes and financials. Discussion: None

All Ayes: 4-0

**Agenda Review, Additions, and Approval**

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: Added Garage RFPs added as Discussion Item #3.

All Ayes: 4-0

TJ Helfferich arrived

**Director's Report Update:**

L. Coryell update:

- Light Pole decorated for Chamber.
- S. Lackey is leaving the Board after serving for 8 years.
- Working with Heartland Payroll Services to digitize payroll in 2025.
- New library bench in honor of Fritz Wagner, donated by Carolyn McNagny.
- Everett and Lori will be serving lunch at the CSC.

**Friends Report Update:**

- New banner is up and it looks great!

**Public Comment:** Jacquelyn Bullerman spoke to the Board about the importance and significance of Martin Luther King Jr. Day.

P. Garcia arrived

**Action Item #1: Donations**

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the November donations. Discussion: None

All Ayes 6-0

**Action Item #2: Board Officer and Committee Recommendations**

MOTION made by TJ Helfferich, SECONDED by B. Swistock to approve the Nominating Committees recommendations for 2025 Board Officers and committee assignments. Discussion: G. Munce, as chair, explained the Nominating Committee's reasoning on these assignments.

All Ayes 6-0

**Action Item #3: 2025 Calendar of Library Operations and Holidays**

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the 2025 Calendar of Library Operations and Holidays. Discussion: L. Coryell spoke about TLN's closure for MLK Jr. Day and the importance of honoring it as a day of service, as well as about scheduling the Staff In-Service Day for February 28.

All Ayes 6-0

**Action Item #4: 2025 Library Board Calendar**

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the 2025 Library Board Calendar. Discussion: W. Reinhardt and TJ Helfferich shared that they will each be absent for January's meeting.

All Ayes 6-0

**Action Item #5: Capital Improvement Fund Commitment**

MOTION made by B. Swistock, SECONDED by TJ Helfferich to approve the library's annual commitment to replenishing the Capital Improvement Fund. Discussion: None

All Ayes 6-0

L. Coryell suggested the Board go into Closed Session to speak freely about her Annual Evaluation. P. Garcia read a roll-call vote to move into Closed Session at 10:32am: TJ Helfferich, Aye; J. Carr, Aye; G. Munce, Aye; W. Reinhardt, Aye; B. Swistock, Aye; P. Garcia, Aye.

All Ayes 6-0

Return from Closed Session at 11:07am.

**Action Item #6: Director's Annual Evaluation**

MOTION made by G. Munce, SECONDED by B. Swistock to approve the Personnel Committee's recommendation based on the collected evaluations. Discussion: TJ Helfferich, as chair, spoke about the committee's reasoning and the evaluation process.

All Ayes 6-0

**Discussion Item #1: Budget Adjustments 2024**

L. Coryell explained the adjustments and why they need to move before the end of the year to close out the 2024 fiscal year.

MOTION made by W. Reinhardt, SECONDED by B. Swistock to move Discussion Item #1 to Action Item #7. Discussion: None

All Ayes 6-0

**Action Item #7: Budget Adjustments 2024**

MOTION made by G. Munce, SECONDED by B. Swistock to approve the approve the 2024 Budget adjustments. Discussion: None

All Ayes 6-0

**Discussion Item #2: Budget Carryovers (2024 to 2025)**

L. Coryell explained the carryovers and why they need to move before the end of the year to close out the 2024 fiscal year.

MOTION made by B. Swistock, SECONDED by W. Reinhardt to move Discussion Item #2 to Action Item #8. Discussion: None

All Ayes 6-0

**Action Item #8: Budget Carryovers (2024 to 2025)**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the budget carryovers from 2024 to 2025. Discussion: None

All Ayes 6-0

**Discussion Item #3: Garage RFPs**

L. Coryell and L. Ballard shared that two of the three garage RFPs have come back and that the third might come in later in the day, but the firm was unsure whether they would bid. G. Munce asked if there will be any post-construction costs associated with the garage. L. Ballard answered just regular maintenance. L. Coryell, asked that the Board move this business to Action, so that she can respond to the RFPs.

MOTION made by B. Swistock, SECONDED by P. Garcia to move Discussion Item #3 to Action Item #9 Garage Proposals. Discussion: None

All Ayes 6-0

**Action Item #9: Garage Proposals**

MOTION made by B. Swistock, SECONDED by W. Reinhardt to approve the RFP proposal from Construction Design Services, Inc., subject to a third bid coming in by 5pm today at 20% less (including a 10% contingency clause), at which point a special meeting would be called to revisit the proposals. Discussion: None

P. Garcia read a roll-call vote at 12:02pm: J. Carr, Aye; G. Munce, Aye; W. Reinhardt, Aye; TJ Helfferich, Aye; B. Swistock, Aye; P. Garcia, Aye.

All Ayes 6-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Communications:**

- P. Garcia spoke about the recent Lima Township meeting and shared that they had questions about the senior ballot initiative that passed and also that they'd like to set up livestreaming for their meeting and wanted advice about how best to go about that. G. Munce said that he will send them a link to Lyndon Townships next meeting and they can decide if they want something similar.

**Adjournment:**

MOTION made by TJ Helfferich, SECONDED by B. Swistock to adjourn the meeting at 12:13pm.

All Ayes, 6-0

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Janice L. Carr, Board Secretary

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Date