

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

Tuesday, April 19, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Jerry Wilczynski, Charlie Taylor Elizabeth Sensoli, Jan Carr, Anne Merkel, Susan Lackey, TJ Helfferich.

Trustees Absent: None

Staff: Director Lori Coryell and Assistant Director Linda Ballard & T. Lancaster.

Guests: Lisa Carolin – Chelsea Update, Kerry Sheldon and Griffin Reames of Bridgeport Consulting, Jennifer Kundak, Gary Munce – Friends President, Mary Budzinski.

Welcome and Call to Order

J. Wilczynski called the meeting to order at 6:46 p.m.

Agenda Review and Additions

1. Media Remodel

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the agenda as revised.
Discussion: None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the minutes of the March 17, 2016 Board Meeting. Discussion: Two corrections were made. All Ayes: 7-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the General Fund Operational checks & accept the financial reports for March 2016. Discussion: None
All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- The summary of the 2011-2015 Strategic Plan is in the board packet.
- The library will host the Chamber Business after Hours on Thursday, May 19th from 5:00 to 7:00 pm with staff highlighting our Business Resource collection.
- Our 2016 Authors in Chelsea was fabulous and we're looking forward to the Midwest Lit Walk on Saturday, April 30th.
- The meet & greet for Lori was well attended and everyone enjoyed it. The answers to the questions about Lori will be available from P. Roberts soon.
- The library will be joining other libraries in Washtenaw County for a county wide read in January of 2017 in place of the fall community read. L. Coryell will be attending a meeting with the other directors to get it started and K. Sulecki will be on the book selection committee. C. Taylor acknowledged that L. Coryell has taken the read to the next level.

Friends Report Update:

Friends President Gary Munce gave the update:

- Gary attended the evening program for Authors in Chelsea and spoke with the featured authors who were thrilled that the Friends of CDL helped sponsor the program.
- The Friends are looking for other ways to support the library for example: being docents for the WWI project & the 10th Anniversary and helping with the Munch Bunch summer snack program.
- The Friends are also working on a website redesign.
- The book sale volunteers will have their annual meeting Wednesday night, April 20th.
- They are also looking at having a revolving board meeting schedule to accommodate members with children's activities who can't make Saturday morning's. The next Friends board meeting is scheduled for Monday, May 2 at 7PM.
- Gary and Jennifer Kundak attended the Friends of Michigan Libraries (FOML) spring workshop in Saginaw. Jennifer was a key presenter. Gary learned some facts about how the Friends can support a millage campaign. If the support is for fact based materials there is no dollar limit, but if it is a "Yes" campaign then they are limited to 5% of what they earn in a year.
- The Endowment fund was started with \$10,000.00 seed money from the Friends and they would also like to see this grow to a size that would earn income to fund a part of the library budget.
- Jennifer Kundak reported that the FOML spring workshop had 60 attendees and that she sat on a panel with 2 others who discussed how they did projects in their communities.
- The next FOML workshop will be October 13th & 14th in Kalamazoo.

Public Comment:

None

Trustee Enrichment

The board watched the United for Libraries – Strategic Planning short take which talked about the EDGE initiative.

Presentation

L. Coryell gave a brief introduction of Kerry Sheldon and Griffin Reames of Bridgeport Consulting who will be helping us develop our next 3 year strategic plan. The handout gave a breakdown of how this will be accomplished in the next 6 to 9 months. Trustee S. Lackey has worked with Kerry before and highly recommends her. The board asked questions about plan development and will it include open meetings or meeting with community members one on one and visioning sessions. The new strategic plan will end just as we are getting ready for the millage renewal. C. Taylor attended a Michigan Library Association (MLA) session that had trustees review other library's strategic plans and they looked at many bad ones. L. Coryell will email Ypsilanti's plan to the board.

Discussion Item #1: FY 2015 Audit

The board received draft copies of the 2015 Audit. Representatives from Andrews Hooper Pavlik will attend the May board meeting to present their findings. This will move to action in May.

Discussion Item #2: Review of Eight (8) Library Policies

L. Coryell led the board in review of the eight library policies that the Policy committee discussed at their March 17th meeting. The board asked that the following language be added to policy #545 in the last bullet: “in such cases notice of the fact will be given to the board”

MOTION made by E. Sensoli, SECONDED by T.J. Helfferich to move all eight policies to Action.
Discussion: None All Ayes: 7-0

Action Item #1: Approval of Eight Library Policies

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve all eight library policies with the addition made to #545 – Requests for Proposals and Competitive Bidding. Discussion: None
All Ayes: 7-0

Discussion Item #3: Media Center Remodel

L. Ballard walked the board through the plan for the media center remodel. Our goal is to get some of it done by the start of SRP and finished by the 10th anniversary party on August 18th.

MOTION made by S. Lackey, SECONDED by C. Taylor to move the Media Center remodel to Action. Discussion: None All Ayes: 7-0

Action Item #1: Media Center Remodel

MOTION made by C. Taylor, SECONDED by T.J. Helfferich to approve the media center remodel project and move \$33,000.00 from the Capital Improvement fund to the 2016 budget.
Discussion: None All Ayes: 7-0

Committee Reports

Policy Committee – Met on Thursday, March 17th – Discussion Item #2.

Finance Committee – Will plan their next quarterly meeting.

Personnel Committee – Chair J. Carr has consulted with management staff & the board and L. Coryell has completed her probationary period.

Nominating Committee – No report

Fundraising Committee – Set meeting date.

Public and Board Comment:

Jennifer Kundak commented about our upcoming strategic plan and that the board very much consider reaching out as we have never before especially to those who have disabilities or other differences.

Other Items:

None

Adjourn:

MOTION made by E. Sensoli, SECONDED by A. Merkel to adjourn the meeting at 8:24 p.m.
All Ayes: 7-0

Janice L. Carr

5/17/16

Janice L. Carr, Board Secretary

Date