

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

Tuesday, November 15, 2016 6:45 pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Elizabeth Sensoli, Jan Carr, Anne Merkel, TJ Helfferich

**Trustees Absent:** – Jerry Wilczynski, Charlie Taylor, Susan Lackey – With notice

**Staff:** Director L. Coryell, Assistant Director L. Ballard & T. Lancaster.

**Guests:** Griffin Reames of Bridgeport Consulting

**Welcome and Call to Order**

E. Sensoli called the meeting to order at 6:45 p.m.

**Agenda Review and Additions**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda as presented.

Discussion: None

All Ayes: 4-0

**Compulsory Segments:**

**Minutes and Approval of Checks & Financials**

MOTION made by A. Merkel, SECONDED by T. Helfferich to approve the minutes of the October 18, 2016 Board Meeting and the October 21, 2016 Staff & Board Retreat. Discussion: L. Coryell is still working on the five-year comprehensive plan.

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by T. Helfferich to approve the General Fund Operational checks & accept the financial reports for October 2016. Discussion: Question on where the transfer from the money market to the operating fund shows up – on the cash flow page. All Ayes: 4-0

**Director's Report Update:**

L. Coryell update:

- TIFA – If the bill in the Michigan house doesn't pass by the end of 2016 it is dead and will have to be reintroduced. What this bill means is that when a library passes a new millage the TIFA tax automatically stops and the DDA would have to ask the library board to approve the tax.
- M. Bell was notified that we have received a grant from Mobil Beacon. More details will be announced in the press release.
- A. Merkel addressed the fact that we had to have Active Shooter training.
- The board is finding the dashboard confusing – we will work on it.
- The Fundraising committee met and we will not be doing an annual giving letter.
- The library has four security cameras.

**Friends Report Update:**

L. Coryell gave the Friends update:

- Friends made over a \$1000.00 on the Tea Party tea pot sales.
- Nominating committee is meeting to have a slate of officers to present at the January meeting.
- The Friends will be helping us with the Festival of Tables. Our theme is Snoopy/Peanuts.
- Mary Budzinski has been named the Friend of the Year.

### **Strategic Plan Update: Bridgeport Consulting – Griffin Reames**

Griffin Reames from Bridgeport Consulting reviewed the draft of the 2017-2019 Strategic Plan.

- The board was happy with the initiatives/goals with some grammar corrections.
- Staff will work on the details/strategies for each and report back to the board each month.
- Mission/Vision committee will meet on December 13<sup>th</sup> at 12:30 pm
- The Strategic Plan is on track with our time line.
- The Strategic Plan open house is planned for January 11, 2017

**Public Comment:** None

### **Action Item #1: Approval of the October Donations**

MOTION made by J. Carr, SECONDED by A. Merkel to approve and acknowledge the presented October donations of \$145.00. Discussion: None All Ayes: 4-0

### **Action Item #2: Approval of Seven (7) Library Policies**

MOTION made by T. Helfferich, SECONDED by A. Merkel to approve the presented revision of seven (7) Chelsea District Library policies: Personnel Policy #106 Overtime Policy, Personnel Policy #107 Paid Holidays, Personnel Policy #311 References, Policy #161 Library Record Retention, Policy #321 Art Selection, Policy #421 Use of Venues and Meeting Spaces, Policy # 452 Web Site Policy. Discussion: None. All Ayes: 4-0

### **Discussion Item #1: 2017 Library Calendar of Operations**

Review of the Library hours and closed dates for 2017. Discussion Item #1 will move to action in December.

### **Discussion Item #2: Library Board Meeting Calendar**

Review of the library boards meeting dates for 2017. Discussion Item #2 will move to action in December.

### **Discussion Item #3: Budget Carryover 2016 to 2017**

An updated discussion item was given to the board of the requested carry-overs from the 2016 to 2017 budget. L. Coryell reviewed each item. Discussion Item #3 will move to action in December.

### **Discussion Item #4: 2017-2019 Strategic Plan**

This was covered in Griffin Reames presentation. Discussion Item #4 will move to action in December.

### **Committee Reports**

**Policy Committee** –No Report

**Finance Committee** –Met November 10<sup>th</sup> to review the quarter payroll reports.

**Fundraising Committee** – No Report

**Personnel Committee** – Next meeting will be December 13<sup>th</sup>. Forms for the director's review will be emailed the 2<sup>nd</sup> week in November.

**Nominating Committee** – No Report

### **Public and Board Comment:**

L. Ballard: Building update – Friday, November 18<sup>th</sup> will start the next phase of the LED light change out. The sound panels are here and each column in McKune will get two (2) 22" x 24" panels. They will be covered in fabric as they are a brown color & look like insulation batts.

A. Merkel: Attended the Community Foundation of Southeast Michigan program held at the library. They had a great presenter and Anne would like to see us invite him back and open it up to the community again, including the townships.

**Other Items:**

None

**Adjourn:**

MOTION made by J. Carr, SECONDED A. Merkel to adjourn the meeting at 7:57 p.m.

All Ayes: 4-0

Janice L. Carr

12-20-16

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Janice L. Carr, Board Secretary

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Date