

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

Tuesday, December 20, 2016 6:45 pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Jerry Wilczynski, Charlie Taylor, Elizabeth Sensoli, Jan Carr, Susan Lackey (arrived 7:50)

**Trustees Absent:** – Anne Merkel, TJ Helfferich– With notice

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

**Guests:** Kerry Sheldon of Bridgeport Consulting, Lisa Carolin – Chelsea Update

**Welcome and Call to Order**

J. Wilczynski called the meeting to order at 6:45 p.m.

**Agenda Review and Additions**

1. Discussion Item #6 Capital Improvement Fund

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the agenda as revised.

Discussion: None

All Ayes: 4-0

**Compulsory Segments:**

**Minutes and Approval of Checks & Financials**

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the minutes of the November 15, 2016 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the General Fund Operational checks & accept the financial reports for November 2016. Discussion: J. Wilczynski commented that the financial looked good.

All Ayes: 4-0

**Director's Report Update:**

L. Coryell update:

- The Michigan State House & Senate passed SB 579 and SB 619-624 regarding DDA's & the TIFA tax. Lori has asked John Hanifan to come to a library board meeting and review this with the library board.
- The board & staff donated \$330.00 for our South Africa exchange librarian Vidie to help her cover education expenses for her daughter.
- We will have our first meeting with the new auditors on January 9<sup>th</sup> in the Learning Lab.
- J. Wilczynski congratulated M. Bell on the Mobil Beacon grant. Staff have already met with Faith In Action & the Senior Center regarding using the hot spots and will meet with the Chelsea School District after the first of the year. The Mobil Beacon hot spots will use Sprint for a provider.
- Several corrections need to be made on the organizational chart for 2017.

**Friends Report Update:**

L. Coryell gave the Friends update:

- A committee has been formed to recommend officers for February 4, 2017 annual meeting.

- Friends are working on a new website.
- They are also looking at reviewing and updating their by-laws to include members-at-large.

**Strategic Plan Update: Bridgeport Consulting – Kerry Sheldon**

Kerry Sheldon from Bridgeport Consulting reviewed the draft of the 2017-2019 Strategic Plan.

- There was great engagement with the board, staff and community.
- On the strategic plan, bullet the values instead of numbering them as they aren't in any specific order.
- A draft of the metrics was handed out with some discussion.
- Review the metrics and what do we really want to measure – this will be reviewed by the staff. This is a good starting point
- The open house is January 11<sup>th</sup>, 5-7 pm.
- C. Taylor commented that the whole process has been a real pleasure.

**Public Comment:**

None

**Action Item #1: Approval of the November & December (to date) Donations**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve and acknowledge the presented November & December donations of \$3,300.58. Discussion: None All Ayes: 5-0

**Action Item #2: 2017 Library Calendar of Operations**

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the presented 2017 Library Calendar of Operations. Discussion: None. All Ayes: 5-0

**Action Item #3: 2017 Library Board Meeting Calendar**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the presented 2017 Library Board Meeting Calendar. Discussion: None. All Ayes: 5-0

**Action Item #4: Budget Carryover 2016 to 2017**

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the presented budget carryovers from 2016 to 2017. Discussion: None. All Ayes: 5-0

**Action Item #5: 2017-2019 Strategic Plan**

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the presented 2017-2019 Strategic Plan. Discussion: A few minor changes were recommended by the staff at their monthly meeting. These will be updated in the final copy. All Ayes: 5-0

**Discussion Item #1: 2017 Board Officers**

C. Taylor reviewed the presented officers for 2017. This will move to action in January 2017

**Discussion Item #2: 2016 Board Committees**

C. Taylor reviewed the presented committee appointments for 2017. This will move to action in January 2017.

**Discussion Item #3: 2016 December Budget Adjustment**

This budget adjustment is needed to cover the cost of the strategic plan.

MOTION made by J. Carr, SECONDED by S. Lackey to move discussion item #3 to action item #6.  
Discussion: None. All Ayes: 5-0

**Action Item #6: 2016 December Budget Adjustment**

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the presented 2016 December budget adjustment. Discussion: None. All Ayes: 5-0

**Discussion Item #4: Will Johnson Fundraiser**

J. Wilczynski reviewed this with the board. Will Johnson has written a book about his life in Chelsea and has offered the book to five local non-profits for a fundraiser. These funds would be designated to the library endowment. The fundraising committee will work on a plan for promoting the book, possibly to include a "Evening with Will".

**Discussion Item #6: Capital Improvement Fund Commitment**

L. Coryell reviewed this with the board. Per our auditors the board made a decision to commit a set dollar amount to be committed to the Capital Improvement Fund of \$100,000. With the transfer of \$33,000.00 to the capital improvements improvement fund the balance will be brought back up to \$100,00.00.

MOTION made by C. Taylor, SECONDED by E. Sensoli to move discussion item #6, Capital Improvement Fund Commitment to action item #8. Discussion: None All Ayes: 5-0

**Action Item #8: Capital Improvement Fund Commitment**

MOTION made by J. Carr, SECONDED by S. Lackey to approve a transfer of \$33,000.00 to bring the total to a \$100,000.00 balance in the Capital Improvement Fund. Discussion: None All Ayes: 5-0

**Committee Reports**

**Policy Committee** –No Report

**Finance Committee** –No Report

**Fundraising Committee** – Reviewed the new donor page on the library website.

**Personnel Committee** – Met December 13<sup>th</sup>. Forms for the director's review.

**Nominating Committee** – Met on November 25<sup>th</sup> - See the discussion items #1 & #2.

**Discussion Item #5: Director's Annual Review**

Jan Carr opened discussion of the director's annual review. L. Coryell asked to move this to the end of the meeting and to move the meeting to closed session except T. Lancaster & L. Ballard.

MOTION made by C. Taylor, SECONDED by S. Lackey to move the meeting to closed session for personnel discussion at 7:40 PM. Discussion: None

Roll call vote: Anne Merkel - Absent, Elizabeth Sensoli –Aye, Jerry Wilczynski – Aye, Susan Lackey - Aye, TJ Helfferich– - Absent, Charlie Taylor – Aye, Jan Carr – Aye. All Ayes – 5-0

MOTION made by J. Carr, SECONDED by S. Lackey to move the meeting back to open session for approval of the director's review at 8:00 PM. Discussion: None

Roll call vote: Anne Merkel - Absent, Elizabeth Sensoli –Aye, Jerry Wilczynski – Aye, Susan Lackey - Aye, TJ Helfferich– - Absent, Charlie Taylor – Aye, Jan Carr – Aye. All Ayes – 5-0

MOTION made by S. Lackey, SECONDED by C. Taylor to move discussion item #5 to action item #7. Discussion: None. All Ayes: 5-0

**Action Item #7: Approval of Director’s Annual Review**

Based on overwhelming positive evaluations of the director’s first year’s performance, the personnel committee recommends to the board an annual increase of 2.4% (\$2000.00) and 240 PTO hours be added to the Director’s current PTO bank which Lori graciously accepted.

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the director’s annual increase as recommended by the personnel committee. Discussion: None All Ayes: 5-0

**Public and Board Comment:**

None

**Other Items:**

C. Taylor: Was happy to see the letter that went out in the winter tax bill to Dexter Township/Pinckney Schools/Chelsea District Library patrons letting them know that they are part of the Chelsea District Library, and if they get their card at CDL they can also use it at Dexter District Library and Pinckney District Library.

J. Wilczynski thanked T. Lancaster for being the recording secretary the past eleven years and that this was her last meeting.

**Adjourn:**

MOTION made by E. Sensoli, SECONDED C. Taylor to adjourn the meeting at 8:05 p.m. All Ayes: 5-0

Janice L. Carr

1-17-17

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Janice L. Carr, Board Secretary

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Date