

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

Tuesday, April 18, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, S. Lackey, J. Wilczynski, J. Carr, E. Sensoli, & TJ Helfferich.

Trustees Absent: A. Merkel

Staff: Director Lori Coryell, Assistant Director Linda Ballard, M. Budzinski, & C. Berggren.

Guests: John Hanifan, Laura Brown, & Marcia White.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the agenda as presented. Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the minutes of the March 21, 2017 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Wilczynski, SECONDED by J. Carr to accept the General Fund Operational Checks for March, 2017. Discussion: J. Wilczynski asked why personnel expenses were higher in Feb. than Jan. and still higher in March. M. Budzinski explained that Jan. is always lower and that March was higher because of having three payrolls. Feb., she explained was the most accurate of the three, and that's the total that most months will be. TJ asked how often we clean our rugs. L. Ballard answered that a full cleaning is done twice a year and partial cleanings quarterly.

All Ayes 6-0

MOTION made by J. Carr, SECONDED by S. Lackey to accept Financial Reports for March, 2017. Discussion: Board wants the order Operational Checks and Financial Reports changed in the packet to reflect the order in which they're approved.

All Ayes: 6-0

Director's Report Update:

- L. Coryell began by introducing recently hired FT Adult Services Librarian, Laura Brown, to the Board. The Board welcomed Laura to the library and S. Lackey commended L. Coryell on the hiring process and finding excellent candidates. L. Coryell also mentioned that we are close to making an offer for the soon-to-be-vacant FT Youth/Teen Services Librarian position and so perhaps in May there will be another introduction.
- Announced that the library didn't get the LSTA Grant and explained that the grant's explanation stated that our need was a convenience and not a necessity. Clearly demographics worked against us in this case. S. Lackey asked if we gave the grant committee Zip Code or Census Tract data. L. Coryell replied that we used Census Tract data and S. Lackey stated that was the better of the two options. J. Carr asked about who received the grant(s). No official announcement has been made, but L. Coryell shared that she knows the Ypsilanti District Library received one of them.
- TLN is in the process of evaluating and choosing a new operating system and L. Coryell explained that CDL has been very active in this process. Five staff members attended the demos for the potential systems and Ron Andrews was chosen to go to NY with a committee to review libraries which use the two finalists, as voted on by TLN. The next step is a library director vote and then TLN will formally choose the next operating system. J. Wilczynski asked if there was a significant difference between the choices and L. Coryell stated that she believes one is clearly better in terms of patron usability. E. Sensoli asked if the new system will be more expensive and L. Coryell answered that the change will actually save the library money.

Friends Report Update:

L. Coryell explained that the Friends did not meet since the last update and there is nothing new to report.

Strategic Plan Update:

L. Coryell handed out the Goal Metrics for the CDL Strategic Plan 2017-19.

- J. Wilczynski asked how the CDL planned to offer internet access to 100% of service area by 2019. L. Coryell replied that there is no definitive answer, but this is a goal of the library and that Mel has been very active in adding hotspots.
- S. Lackey asked what constitutes a public contribution. L. Coryell replied that that is a grant.
- C. Taylor gave the Goal Metrics a glowing review and thanked L. Coryell for her work in their creation.

Other Reports Notes: None

Presentations: John Hanifan, Chelsea City Manager, discussing the DDA

John Hanifan began by supplying background information on when and why the DDA was formed, the perimeters of downtown, and what projects the DDA actively maintains (lots of parking lots). He then unveiled the just-approved plans for the public outdoor event space that will be built this summer/fall to replace the Palmer Lot. The space includes a stage with a structure attached behind it, which will offer storage and public restrooms. Will also have a special drinking fountain for refilling water bottles and solar-powered cellphone chargers.

- J. Carr asked about parking and was told that the limited parking (roughly 24 perimeter spots) was by design, as the DDA hopes this venue will be a walking/biking destination that will bring more foot traffic to the downtown area. The goal is to have the farmer's market use the space and to partner with the CDL, as well. C. Taylor offered that he thinks that this project will benefit both the downtown and CDL immensely.
- C. Taylor asked who will be in charge of scheduling events at the new venue and was told the city will handle that.
- TJ Helfferich and E. Sensoli asked about the public parking lot behind Purple Rose Theatre and John replied that that will be the DDA's next big project—likely for 2019. TJ mentioned that there are drainage problems with the current lot, as well as the noticeable surface deterioration.

Overall the Board offered overwhelming approval of the project and thought the space/venue could be used by the library for future events.

Public Comment:

- Linda gave complimentary overtures to the city for always working with the library and helping us.
- C. Taylor asked about TIFA and if we planned on trying to recapture that money in the future. L. Coryell explained that we'll need to see in 2020 when the new millage takes effect, but that presently we would continue to let that money go to the DDA. S. Lackey said that she had talked to people in other districts that had simply changed the millage to cover the lost revenue from TIFA and this should be considered an option during the upcoming millage campaign.

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve and acknowledge the presented 2017 March donations of \$100.

Discussion: None

All Ayes: 6-0

Discussion Item #1: Local Community Stabilization Authority Check

L. Coryell provided background on the 2012 bill that originally took this revenue away from libraries and the 2014 voter proposal that required reimbursement. In late February, the library received a check for \$127,753.42 from the Local Community Stabilization Authority to cover this reimbursement. Part of that money had to go toward debt retirement, but the remaining \$79,862.26 can be used for operating costs and we would like to add this money to the 2017 budget, under Strategic Planning (801.090), so that it can be utilized.

- M. Budzinski offered additional information that the size of this payment was meant to cover 2014 to 2016, but that for some reason the payout was larger than anticipated due to surplus of funds. Even in prior years, we'd received smaller checks, just to cover the bond, but in the future, Mary thinks the amount will be about \$30,000.
- J. Wilczynski asked why the library can't use the entire amount for operational costs, as the debt retirement was paid in full for past years, even without this revenue that was taken away. M. Budzinski explained that part of the reason the check was so high was because the debt service fund was built in. She also said that she had spoken to state officials and was given worksheets to calculate this exact amount. L. Coryell assured J. Wilczynski that the library did their homework on this and stated that many libraries probably didn't and that they would likely find out their mistake at their next audit. S. Lackey concurred that that is probably true.
- C. Taylor asked if this means that we'll pay off the bond early? M. Budzinski replied, no, but it might lower payments.
- C. Taylor asked if the \$79,862.26 would be restricted to Strategic Planning. L. Coryell stated, no, it can be moved around, but that's a good place to initially put it. S. Lackey stated that sometimes such money becomes a "slush fund" and she hopes to see something actually come from these funds. L. Coryell agreed and said that a lot of it will likely go to the Design Think project, in which we're changing around the space in the library to optimize its use.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #1 to Action Item #2. Discussion: None. All Ayes: 6-0

Action Item #2:

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to move the \$79,862.26 of useable income from the Local Community Stabilization Authority Check to Strategic Planning, line 801.090, of the 2017 budget. Discussion: C. Taylor would like to see some type of sketch of things we could do in the future with this money.

All Ayes: 6-0

Committee Reports

Policy Committee – J. Carr reported that they did meet and will have both minutes and policy updates in next month’s packet.

Finance Committee – J. Wilczynski reported that there is an April 27 meeting planned with the auditor and that the Finance Committee would conduct their own meeting immediately afterward.

Personnel Committee –

Nominating Committee –

Fundraising Committee – A. Merkel’s minutes were briefly discussed and accepted.

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by S. Lackey, SECONDED by E. Sensoli to adjourn the meeting at 8:05 p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date