

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

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

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

**Trustees Absent:**

**Staff:** Director Lori Coryell & C. Berggren.

**Guests:**

**Welcome and Call to Order**

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

**Agenda Review and Additions**

Jan requested to add 3 Policy Revisions as Discussion #3 and Charlie asked to have Patron Appeal 2017-1 added as Discussion Item #4. Lori then requested that Discussion Item #4 be moved to the top of the discussion items.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda as amended. Discussion: None All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

Several changes to the June minutes were requested: Jerry wanted a clarification to his Finance Committee report, Elizabeth wanted PAX written as "people," and all board members wanted the minutes to be consistently written in past tense only.

MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to approve the minutes of the June 20, 2017 Board Meeting, as amended. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by J. Wilczynski to accept the General Fund Operational checks for June, 2017. Discussion: Jan wanted to make sure the costly closet switch cost was a one-time fix and was assured by Lori that indeed that's the case.

All Ayes 7-0

MOTION made by J. Wilczynski, SECONDED by A. Merkel to accept Financial Reports for June, 2017. Discussion: There was a question about what was done with restricted donations to Chelsea Standard Digitize over the budgeted amount and Lori explained that that money carries over from year to year.

All Ayes: 7-0

### **Director's Report Update:**

L. Coryell update:

- Lori asked for clarification on adding "media mentions/clippings" to the Performance Dashboard, as requested at the June board meeting. It was determined that these would need to be actual articles instead of any sort of mention. Lori said that will make it much easier to track.
- Lori reported that the people counter at the library entrance is malfunctioning and that we are working on getting that problem corrected. The library will also start collecting numbers for outdoor events that physically take place at the library, such as Music in the Air and Fairy Garden events.
- The library will be holding a Pumpkin Carving Contest this year and Lori asked the board to participate as judges for both the patron and the staff competitions.
- Lori shared that Linda, Jessica, Shannon, and Laura attended the ALA meeting in Chicago and collected the CDL award for the coloring book project.
- Lori shared the results of Patty's Social Media Preference Survey and passed out a handout highlighting those results. Facebook was the overwhelming preference in terms of social media use.

### **Friends Report Update:**

Lori reported that the Friends are meeting tomorrow, so there is no update this month.

### **Strategic Plan Update:**

- Lori read over her Strategic Plan metric update that accompanies her regular monthly report and noted that the new business cards are in.
- Charlie complimented this addition to the packet/meeting and the work that goes into updating the Strategic Plan metric in general.

Other Reports Notes:

- Susan noted that she would like to see signage at the township halls alerting people to the hotspots to better advertise this service. Charlie concurred that particularly with the investment the library has made in that area, it needs to be better advertised to the townships.
- Charlie noted the remarkably high Summer Reading numbers and suggested maybe trying to get an article written about the success of the program. He also asked about the downward trend of circulation numbers, though, and wondered why that was. Lori informed him that that is a national trend and that that is part of our challenge of becoming a modern age library.
- TJ said that she would like to see longer trends in the dashboard numbers than just a single year. Other trustees agreed and Elizabeth said particularly in circulation and head count that would be helpful. Jerry suggested maybe extending the dashboard to show five years. Susan asked that the expansion cover programs, too, so as to better show the overall use of the library.

**Presentations:** None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by S. Lackey, SECONDED by A. Merkel to approve and acknowledge the presented 2017 June donations of \$1,055.99.

Discussion: Lori pointed out that the donation was from board member Elizabeth Sensoli to cover the piano rental and food for the Trustee Awareness Event and reiterated how well that event went.

All Ayes: 7-0

**Action Item #2: Budget Hearing Notice**

MOTION made by TJ Helfferich, SECONDED by S. Lackey to approve the presented 2018 Budget Hearing Notice resolution. Discussion: None

All Ayes: 7-0

**Discussion Item #4: Patron Appeal 2017-1**

To comply with the Michigan Library Privacy Act, C. Taylor moved that the board move to a closed session, while discussing Patron Appeal 2017-1. Lori asked that C. Berggren be permitted to stay to take notes. Approval was granted.

Roll Call Vote for Closed Session: J. Wilczynski – Aye, E. Sensoli – Aye, A. Merkel – Aye, C. Taylor – Aye, TJ Helfferich – Aye, S. Lackey – Aye, J. Carr – Aye.

MOTION made by S. Lackey, SECONDED by A. Merkel to move Discussion Item #4 to Action Item #4. Discussion: None.

All Ayes: 7-0

**Action Item #4: Patron Appeal 2017-1**

MOTION made by J. Carr, SECONDED by A. Merkel to adopt the first of the three options recommended by the attorney, which states, “Based on the facts and information discussed in closed session, the Board moves to deny Patron Appeal/Request for Exemption No. 2017-1 and uphold the decision to enforce the Library’s policy that requires patrons to wear shoes” with additional language stating that “library services are available to patrons with and without access to the facility.” Discussion: None.

All Ayes: 7-0

**Discussion Item #1: Staff Retreat**

Lori touched on the importance of the staff retreat in terms of training and the opportunity to bring the entire staff together, and expressed that she would like to get the retreat date finalized as soon as possible, so that the closing can be published in the newsletter. The proposed staff retreat date is Nov. 3, which would mean closing the library to the public on that date.

MOTION made by J. Carr, SECONDED by A. Merkel to move Discussion Item #1 to Action Item #3. Discussion: None.

All Ayes: 7-0

**Action Item #3: Staff Retreat**

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the closing of the library on Nov. 3, 2017, for the purpose of conducting the annual staff retreat. Discussion: None

All Ayes: 7-0

## **Discussion Item #2: 2018 Budget Draft**

The draft copies of the 2018 budget were passed out to board members, so they can review before the August board meeting, which will include the budget hearing. Lori asked that board members report any comments or errors by August 1, so that changes can be made before the hearing.

## **Discussion Item #3: Policy Revisions**

Jan introduced the board to the revisions that the Policy Committee made to subjects 101 (Compensation), 102 (Benefits), and 304 (Introductory Period) of the Human Resources Policy and Procedure Manual. The revisions were discussed and the policies will be brought back as an Action Item in August.

## **Committee Reports**

**Policy Committee** – Minutes from the meeting about the 3 policy revisions.

**Finance Committee** – Jerry announced that there will be a meeting on August 4.

**Personnel Committee** –

**Nominating Committee** –

**Fundraising Committee** – Minutes included, plus Anne noted ongoing awareness campaign.

**Public and Board Comment:** None

**Other Items:**

## **Adjourn:**

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to adjourn the meeting at 9:01 p.m.

All Ayes: 7-0

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Janice L. Carr, Board Secretary

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Date