

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

Tuesday, December 19, 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 L. Coryell, Assistant Director L. Ballard, C. Berggren, M. Bell, T. Lancaster, K. Sulecki, & P. Roberts.

Guests: Mary Budzinski, Nancy Neff, Sara Hammig, Zoe Hammig, Kent Martinez-Kratz, Sara Van Assche, Jenna Hines, Alissa Roath, Lynn Fox, Annie Venehas, Will Venehas, Nicole Warriner, Angela Harms, Aaron Warriner, Jennifer Kundak, Susanne Vanden Bosch, Rick Catherman, Keely Houle, & Danielle Choi.

Welcome and Call to Order

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

Because of the number of participants in attendance for Public Comment, Charlie suggested moving that portion of the meeting to the beginning.

MOTION made by A. Merkel, SECONDED by E. Sensoli to move Public Comment to the beginning of the meeting. Discussion: None

All Ayes: 7-0

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by A. Merkel to approve the agenda as amended. Discussion: Jan Carr asked that Discussion Item #3 be moved to the end of the agenda, due to its Closed Session status.

All Ayes: 7-0

Charlie Taylor read an End of the Year 2017 Library Highlights that he had prepared. The things he touched on included the first year of the Strategic Plan, the staff reorganization, two new programming events: the Songfest and Music in the Air, the CDL Garage (the library's non-traditional collection), Lori's open-door policy, and the anticipated building plans moving ahead, including adding more art. Overall he stated that the Chelsea District Library has had an amazingly successful and impactful year.

Public Comment:

Charlie instructed that patrons who wished to speak should stand, state their name and what city/township they reside in, as well as if they are representing a specific group. He also made clear that the board had a lot of other business on the docket and urged those speaking to keep their comments to three minutes.

Speakers:

K. Martinez-Kratz of Chelsea
S. Vanden Bosch of Chelsea
J. Hines of Chelsea read from a written statement
S. Hammig of Lima Township
A. Warriner of Chelsea
N. Warriner of Chelsea
J. Kundak of Chelsea
C. Harwood of Gregory
A. Venehas of Chelsea
A. Harms of Chelsea
S. Van Assche
E. Rose of Chelsea
B. Deaver of Lima Township
W. Venehas of Chelsea
Z. Hammig of Lima Township

All speakers spoke about their love for the library and their desire to keep the library safe from predators. Charlie thanked each speaker for their comments and stressed that the patron in question is banned from the library and is now facing prosecution in court.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the November 21, 2017 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by J. Wilczynski, SECONDED by J. Carr to accept the General Fund Operational checks for November, 2017. Discussion: The amount of legal fees was noted.

All Ayes 7-0

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to accept Financial Reports for November, 2017. Discussion: It was noted that the library had come in under budget for 2017.

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Lori announced that the Patron 2017-1 complaint had been dismissed by the State of Michigan's Department of Civil Rights.
- Shared that four policies (Patron Behavior Policy, Library Violations Enforcement Policy, Internet Access and Public Computing Use, and Right of Appeal) are under review.
- Passed out a draft version of the Child Safety pamphlet that the librarians created for the library.
- Noted that despite substantial drops in circulation reported in most libraries, CDL experienced only a 1.8% decline.

Strategic Plan Update:

- Lori read from the highlights of the Strategic Plan Update in the board packet and noted that the January packet will include a 2017 retrospective.
- Charlie thanked Lori for making the Dashboard reporting consistent and for the follow through with the Strategic Plan.
- Keegan elaborated on the in-school research discussions her librarian staff had conducted.

Friends Report Update:

- Lori stated that the Volunteer Appreciation Party was a success and thanked Linda for having such a well-oiled machine in place.
- Reiterated that the Friends Annual Meeting will be January 27 at 10:30 in the McKune Room and shared that Keegan will be bringing CDL Garage items to the meeting to talk about our non-traditional collection.
- We have submitted our wish list amount to the Friends for 2018.
- Jennifer Kundak announced that there are still open positions on the Friends board.

Other Reports Notes: None

Presentations: None

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by J. Wilczynski to approve and acknowledge the presented 2017 November donations of \$1,900.00. Discussion: It was noted that further donations in memory of Robert Kush were collected in December and will appear in next month's donations.

All Ayes: 7-0

Action Item #2: 2018 Calendar of Operations and Holidays

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the presented 2018 Calendar of Operations and Holidays. Discussion: Mel mentioned that the Hoopla downloadable media system will be starting at CDL in January. Jan asked if ending net neutrality could impact Hoopla and Mel acknowledged that it could.

All Ayes: 7-0

Action Item #3: 2018 Board Meeting Calendar

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented 2018 Board Meeting Calendar. Discussion: None

All Ayes: 7-0

Action Item #4: Capital Improvement Fund Commitment

MOTION made by J. Wilczynski, SECONDED by TJ Helfferich to approve the presented transfer of funds to maintain the \$100,000.00 commitment to the Capital Improvement Fund. Discussion: None

All Ayes: 7-0

Action Item #5: 2017 to 2018 Budget Adjustments

MOTION made by J. Carr, SECONDED by J. Wilczynski to approve the presented 2017 to 2018 budget adjustment carryovers. Discussion: The board asked about the timeline for the money in the Strategic Plan line and Keegan elaborated on the "Design Think" component for any changes the library feels would be beneficial. Charlie suggested that perhaps the board retreat in 2018 could involve evaluating the proposed building decisions/plans.

All Ayes: 7-0

Action Item #6: 2017 Budget Adjustments

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the presented 2017 budget adjustments. Discussion: Linda elaborated on the sorts of things covered in the Maintenance Contingency line.

All Ayes: 7-0

Discussion Item #1: 2018 Board Officers

Susan shared the Nominating Committee's reasoning for keeping Charlie on as president for a second year.

Discussion Item #2: 2018 Board Committees

Gary Munce has been confirmed as the new board member representing Lyndon Township and has been assigned to the Fundraising and Policy Committees.

Discussion Item #4: Broadband Support Letter

MOTION made by E. Sensoli, SECONDED by A. Merkel to move Discussion Item #4 to Action Item #8. Discussion: None.

All Ayes: 7-0

Action Item #8: Broadband Support Letter

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the presented board support letter for broadband House Bill 4162. Discussion: The letter was signed by all board members. Charlie also encouraged members to send individual letters in support of this broadband legislation.

All Ayes: 7-0

Committee Reports

Policy Committee – The Policy Committee is meeting on January 5 to discuss the four policies being reviewed, in hopes that those policies can be ready for the January 16 board meeting.

Finance Committee –

Personnel Committee –

Nominating Committee – Met on October 19 and minutes are in packet.

Fundraising Committee –

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move into CLOSED SESSION to discuss Discussion Item #3.

Jan Carr conducted a Roll Call Vote: A. Merkel, Aye; E. Sensoli, Aye; J. Wilczynski, Aye; S. Lackey, Aye; TJ Helfferich, Aye; C. Taylor, Aye; and J. Carr, Aye.

Action Item #7: 2017 Director's Annual Review

MOTION made by S. Lackey, SECONDED by J. Wilczynski to approve the Personnel Committee's recommendation for the library director's annual review. Discussion: None

All Ayes: 7-0

Public and Board Comment:

Jerry expressed his appreciation for his time on the board and thanked everyone for making it a special experience.

Charlie thanked Jerry for his service and all the wisdom and insight that he has brought to the board and informed him that the board had purchased a departing gift to show their appreciation.

Other Items:

Susan suggested that Lori contact the Sun Times, since they were represented at the Public Comment portion of the meeting, to offer clarity concerning the patron incident and the library's commitment to safety.

Adjourn:

MOTION made by J. Carr, SECONDED by J. Wilczynski to adjourn the meeting at 8:45 p.m.

All Ayes: 7-0

Janice L. Carr

1-16-18

Janice L. Carr, Board Secretary

Date