

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

Tuesday, January 16, 2018 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, S. Lackey, A. Merkel, J. Carr, TJ Helfferich & Gary Munce.

Trustees Absent: E. Sensoli

Staff: Director L. Coryell, Assistant Director L. Ballard, C. Berggren, T. Lancaster, M. Bell, K. Sulecki, & P. Roberts.

Guests: Judge Patrick Conlin, Melinda Baird, Jenna Hines, Anna Clark, Sara Hammig, Margie St. Pierre, John Gourlay, Kathy Kennedy, Bryan Dever, & Stefanie Dever.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.
Judge Patrick Conlin administered the Oath of Office to the Board Members.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the agenda as presented. Discussion: None All Ayes: 6-0

Charlie spoke about The Library Privacy Act, Act 455 of 1982, and made it clear to the guests in attendance that by law the library could not openly share information about patrons with the public.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by J. Carr to approve the minutes of the December 19, 2017 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to approve the Closed Session minutes of the December 19, 2017 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by S. Lackey to accept the General Fund Operational checks for December, 2017. Discussion: None All Ayes 6-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept Financial Reports for December, 2017. Discussion: None All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori spoke about the Safety & Security informational flyer that the librarians put together and passed it out to the members of the Board. She also shared the plan for deploying the flyer, which included:
 - 1. Policy page of the Website
 - 2. Available at all service desks
 - 3. Included in materials with new cards for children
 - 4. On the back of monthly story time flyers
 - 5. Featured in Friday's eNews
 - 6. Handed out with school visit materials in the fall
 - 7. Newsletter material (space permitting)
- Welcomed newcomer Gary Munce to the Board and announced that on January 8, Lima Township approved Elizabeth Sensoli to represent them for another 4-year term.
- First Lego League for Chelsea Robotics held large event at the library with 50 students from North Creek participating. This was part of the library's strategic plan goal to strengthen and sustain relationships with schools and this partnership will continue in 2018. The Lego projects are on display and they presented the library with a wonderful plaque that is also on display.
- Pointed out that the Performance Dashboard numbers for the year were out and while circulation was down slightly, many numbers were up, including: eBooks 5.1%, eMagazines 8.1%, Reference Desk Interactions 16.7%, Door Count 4%, Computer Sessions 4%, Website Views 11%, and WiFi Data Usage (onsite and hotspots) 197.4%. Overall program engagement decreased slightly, but number of people engaged per program increased.
- The Board asked about hotspots and Mel and Terri shared that the average wait for a hotspot is 25 people deep and they can be checked out for 3 weeks. Lori also shared that we plan to purchase more hotspots in 2018.
- Donations were also up in 2017 and we accepted \$4,000 plus more in donations than we anticipated in the budget.
- People Counter has been replaced and has been validated as 100% accurate.

- In Community Collaborations, the library is working with 5 Healthy Towns and Silver Solutions on a Safe Route to School initiative. We are looking to test the plan on May 9, which is Bike and Walk to School Day. The hope is that this will be a weekly program in the fall.

Strategic Plan Update:

- Lori read through the Strategic Plan Update in the board packet and Keegan shared information about the new kid's structure located in Kidspot.
- FaceBook numbers are up all around.
- Have started a new delivery service, too, for getting books to those who have a hard time getting to the library. Gary asked if we could somehow combine this service with Meals on Wheels. Lori and Keegan replied that this is in fact something that the library has looked into.

Friends Report Update:

- The Friends will be holding their annual meeting January 27 in the McKune Room from 10:30-1:00.

Other Reports Notes:

- Lori pointed out that Terri's report contains year-end numbers.
- Gary thanked Melanie and the library for their commitment and support for broadband in Lyndon Township and cited other townships that are now looking to add broadband because of Lyndon's success.
- Charlie mentioned that the new downloadable program Hoopla is now available and noted that he tried it earlier in the day and that it worked great and was surprisingly easy.

Public Comment:

- John Gourlay of Chelsea spoke about his appreciation for the work the library and Board had done in crafting the new policies and revisions that were present in the packet. He was very pleased with the policies.
- Bryan Dever of Lima Township spoke about his disappointment that the library will not consider a life-time ban for the patron incident that occurred in October.
- Dave (last name inaudible and didn't sign in on the Guest Sign-In Sheet) of Lyndon Township stated he agreed with the previous sentiment.
- Stefanie Dever of Lima Township also voiced her disappointment.

- Judge Patrick Conlin of Lima Township spoke about the library's duty to protect First Amendment rights and thanked the Board and library for handling a difficult situation appropriately.
- Jenna Hines of Chelsea stated that she wished the library could do more, but also admitted that it was a difficult situation because the library is only able to share so much.
- Anna Clark of Lima Township also voiced her frustration, but acknowledged that legally the library couldn't disclose things that were happening behind the scene. She said she wishes she could see more action.
- Sara Hammig of Lima Township said that she no longer plans to use the Chelsea District Library.

Charlie thanked each speaker for their time and assured them that they were being heard. He also reiterated that both he and/or Director Coryell would be more than happy to sit down and discuss any issues further, as he had said at the previous two Board Meetings, as well.

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by S. Lackey to approve and acknowledge the presented 2017 December donations of \$11,060.00.

Discussion: None

All Ayes: 6-0

Action Item #2: 2018 Board Officers

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the presented 2018 Board Officers. Discussion: None, but Anne Merkel became Secretary and Elizabeth Sensoli became Treasurer at this point.

All Ayes: 6-0

Action Item #3: 2018 Board Committees

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the presented 2018 Board Committees. Discussion: None

All Ayes: 6-0

Discussion Item #1: Policy Revisions

- Jan spoke about the five policies being presented that the Policy Committee had worked on. She explained that 170 Right to Appeal and 435 Library Violations Enforcement Policy were new policies that had been separated from 430 Patron Behavior Policy for the purpose of clarity and emphasis. Both 430 Patron

Behavior Policy and 450 Internet Access and Public Computing Use were revised, as well, as was Employee Policy 108, dealing with Paid Time Off.

MOTION made by A. Merkel, SECONDED by TJ Helfferich to move Discussion Item #1 to Action Item #4. Discussion: None

All Ayes: 6-0

Action Item #4: Policy Revisions

MOTION made by J. Carr, SECONDED by A. Merkel to approve the presented policy revisions. Discussion: None

All Ayes: 6-0

Discussion Item #2: 2017 Budget Carryovers

- There were 5 additional carryovers that the library sought approval of for the 2018 budget.

MOTION made by A. Merkel, SECONDED by J. Carr to move Discussion Item #2 to Action Item #5. Discussion: None.

All Ayes: 6-0

Action Item #5: 2017 to 2018 Budget Carryovers

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the presented 2017 to 2018 budget adjustment carryovers. Discussion: None

All Ayes: 6-0

Discussion Item #3: 2017 Budget Adjustments

- There was a single 2017 budget adjustment that involved a \$500 movement to cover Equipment – Computers.

MOTION made by A. Merkel, SECONDED by S. Lackey to move Discussion Item #3 to Action Item #6. Discussion: None.

All Ayes: 6-0

Action Item #6: 2017 Budget Adjustments

MOTION made by J. Carr, SECONDED by S. Lackey to approve the presented 2017 budget adjustments. Discussion: None

All Ayes: 6-0

Committee Reports

Policy Committee – Jan pointed out that the January 5 minutes were in the packet.

Finance Committee –

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by S. Lackey, SECONDED by TJ Helfferich to adjourn the meeting at 7:53 p.m.

All Ayes: 6-0

Anne Merkel, Board Secretary

Date