

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

Tuesday, March 20, 2018 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** S. Lackey, E. Sensoli, A. Merkel, J. Carr, TJ Helfferich & G. Munce.

**Trustees Absent:** C. Taylor

**Staff:** Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

**Guests:** Lisa Carolin (Chelsea Update)

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:45 p.m.

**Agenda Review, Additions, and Approval**

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

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the February 20, 2018 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to accept the General Fund Operational checks for February, 2018. Discussion: TJ and Gary voiced their disapproval over using GoDaddy and asked if we can change to a different company once our contract is up. TJ also wanted to know why we didn't use the free version of Survey Monkey. The free service is limited, however, and we wouldn't be able to gain the same number of responses. All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by G. Munce to accept Financial Reports for February, 2018. Discussion: None All Ayes: 6-0

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

L. Coryell update:

- Lori mentioned that the Midwest Lit Walk is the library's next big event upcoming and encouraged board members to promote the event through word of mouth.
- Showed the board the plaque given to the library by Chelsea Robotics in thanks for our partnership in hosting the First Lego League Jr. program.
- Shared a letter from the Michigan Department of Civil Rights that the investigation into the shoeless patron has been reopened.
- Announced that a certified letter had been mailed to our suspended patron, notifying him that his suspension had been lengthened, following his court sentencing.
- Received an email from TLN with an attachment containing old patron files that needed to be cleared out, but the attachment was empty because the CDL circ staff had proactively cleaned up their records.
- Several board members asked about the endowment. Specifically, how much has to be in it for us to use the money and why we haven't used any? Lori explained that currently the distributions from the fund are to be used for emergencies.
- Elizabeth asked about the American Farmer exhibit that is coming to the library in September. Lori mentioned that this exhibit has a tie in with our Song Fest headliner, Freedy Johnston, who sold his family farm in Kansas to finance his second album. She also mentioned possibly trying to bring in Jason Ringenberg, as his kid's musician persona, Farmer Jason. Using the Chelsea Fair, which is two weeks before the farmer exhibition, to promote the exhibit was mentioned, as well.
- Jan brought up the stabilization check, which was more than the library had anticipated, and wondered if it will continue to be that high in the future. Lori acknowledged that it was a nice surprise, but that we have no way to assume that's the norm.
- Jan also noted that with the Frida Kahlo exhibit slated for 2022, perhaps the library needs to beef up its collection of Kahlo material.
- Elizabeth asked about the Awareness Opportunities number on the Performance Dashboard. Lori explained that the number came from the Washtenaw Reads event and was included because we had a table at the event.
- Gary thanked Lori for volunteering to be a judge for Sounds & Sights performance.

### **Strategic Plan Update:**

Lori pointed to the write up in the board packet, but didn't read the specifics to the board.

### **Friends Report Update:**

Lori reported that the Friends met on March 8 and that their secretary is doing a great job of updating their FaceBook page. On April 11, they will host their annual Staff Appreciation Day luncheon in the McKune Room from 12-1:30 and they'd like the board members to attend, too. Friends info will be available at the library's Chelsea Expo table on April 14.

Other Reports Notes:

Susan acknowledged Jan Carr winning the Sylvan Township Person of the Year honor.

Both Anne and Gary spoke about Authors in Chelsea, noting that it's a wonderful event. Gary read an email from one of the visiting authors, in which she shared her amazement at how well and how closely the CDL and Chelsea school libraries work together, and noted that in her experience, usually the opposite is true. Lori requested that Gary forward the email to her.

**Public Comment:** None

**Presentation:** Jan Carr reported on the FOML Trustee Alliance workshop that she attended on March 8. She read from a pair of handouts that she'd distributed and shared some of the things she'd learned.

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to approve and acknowledge the presented 2018 February donations of \$380.00.

Discussion: None

All Ayes: 6-0

**Action Item #2: Value Statement**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to add the proposed value statement to the list of library core values on the website. Discussion: None.

All Ayes: 6-0

**Action Item #3: Policy 435 Update**

MOTION made by A. Merkel, SECONDED by E. Sensoli to adopt the proposed revisions to Policy 435: Library Violation Enforcement Policy. Discussion: None.

All Ayes: 6-0

### **Discussion Item #1: Budget Development Calendar**

The proposed calendar was looked over. One question that was raised was whether the Chelsea Update can be used as the publication to announce the budget or whether it needs to be a print paper?

### **Discussion Item #2: Resolution to Revise Patron Behavior Policy**

Lori explained that this Resolution is the method that Anne Seurnyck, our attorney, recommended, in the interest of expediency and firmer language.

MOTION made by J. Carr, SECONDED by E. Sensoli to move Discussion Item #2 to Action Item #4. Discussion: None.

All Ayes: 6-0

### **Action Item #4: Resolution to Revise Patron Behavior Policy**

MOTION made by E. Sensoli, SECONDED by G. Munce to pass the presented Resolution to revise the Patron Behavior Policy. Discussion: None.

All Ayes: 6-0

### **Committee Reports**

**Policy Committee** – Jan and Lori would both like to schedule more routine meetings to look at policies that haven't been updated recently.

**Finance Committee** –

**Personnel Committee** –

**Nominating Committee** –

**Fundraising Committee** – Elizabeth wondered if we should fundraise around Music in the Air.

**Public and Board Comment:**

Gary wanted the other trustees to be aware that the library had recently experienced an 8-hour network outage. He acknowledged that it was only that short because Mel and Ron had a plan in place and had the spare part that was needed to repair the server in hand. Gary would like to see the library put together as strong a disaster preparation plan as possible for this type of emergency and have the board financially back that plan, due to the importance of the network in this digital age.

**Other Items:** None

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 7:50 p.m. All Ayes: 6-0

Anne Merkel

4-17-18

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Anne Merkel, Board Secretary

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Date