

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

Tuesday, May 15, 2018 6:45pm  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** C. Taylor, A. Merkel, TJ Helfferich & Gary Munce.

**Trustees Absent:** S. Lackey, E. Sensoli & J. Carr.

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

**Welcome and Call to Order**

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

**Agenda Review, Additions, and Approval**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the agenda, as amended, to include Action Item #2: 2017 Audit Approval and Discussion Item #4: Costco Credit Card. Discussion: None

All Ayes: 4-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve the minutes of the April 17, 2018 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the Closed Session minutes of the April 17, 2018 Board Meeting. Discussion: None

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept the General Fund Operational checks for April, 2018. Discussion: TJ asked about the collection agency and whether it was working out as well as we'd hoped. Linda replied that we're getting a lot more of our items returned because of it.

All Ayes: 4-0

MOTION made by A. Merkel, SECONDED by TJ Helfferich to accept Financial Reports for April, 2018. Discussion: None

All Ayes: 4-0

### Director's Report Update:

#### L. Coryell update:

- Lori announced that invites and postcards have been sent out for the Music in the Air program. She passed out the postcards for board members to examine. Charlie emphasized that trustees need to personally talk this event up.
- New security cameras were installed today. They'll be activated tomorrow and the staff will be trained on how to properly monitor them.
- Landscaping was done around the flagpole and main entrance.
- Migrating to CARL over Memorial Day weekend. Getting new carpeting that same weekend.
- Tomorrow morning previewing the Walk to School Wednesday initiative that will go into full effect this coming fall.
- Noted from circulation report that circ numbers are up for Lima and Sylvan Township residents.
- Also noted that while overall program numbers are down, attendance at programs is dramatically up, it's just that we've had fewer programs and are concentrating on quality over quantity.
- The library is hiring a Part-Time Marketing Assistant. This was originally budgeted for as an intern position, but it's become clear we need to get someone with more of a vested interest on board. The posting for this position closes Friday and trustees were encouraged to spread the word to potential candidates.

### Strategic Plan Update:

- Monthly report is in packet.
- Gary and Lori are meeting with Chelsea High School about the construction of/setting up of a mini library at the school's Alumni Arbor.

### Friends Report Update:

- Are currently cleaning up their mailing list.
- Have discussed a Friends' strategic plan retreat.
- Have also discussed how to celebrate the Friends' upcoming 70<sup>th</sup> anniversary in 2019.
- Still have vacancies on their board. Trustees are encouraged to spread word of this, in an effort to help fill these vacancies.

Other Reports Notes:

- All attending trustees were very impressed with Ron and Mel's tech security presentation at the April board meeting.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve and acknowledge the presented 2018 April donations of \$200.00.

Discussion: None

All Ayes: 4-0

**Action Item #2: 2017 Audit Approval**

MOTION made by G. Munce, SECONDED by TJ Helfferich to approve the 2017 Audit as presented at the April 17, 2018, board meeting. Discussion: None.

All Ayes: 4-0

**Discussion Item #1: Staff In-Service**

Lori explained that we always choose a Friday because Friday's tend to be the slowest day of the library week and that August was chosen this year because it is, likewise, typically the library's slowest month.

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

All Ayes: 4-0

**Action Item #3: Staff In-Service**

MOTION made by TJ Helfferich, SECONDED by A. Merkel to approve the recommended date of Friday, August 17, 2018, for the staff in-service. Discussion: None.

All Ayes: 4-0

## **Discussion Item #2: Millage**

The current millage expires December, 2019. Lori and Linda met with Shirley Bruursema, a millage strategist, who suggested that we target the August, 2019, special election timeslot. The cost of the special election would fall to the library; though, the schools may be putting something on the ballot, too, and others may pop up, as well, which would split up the costs. Gary suggested we appoint co-chairs to run the campaign effort, as it's a big task. He has a couple of possible candidates in mind. The Friends can help, too. Charlie would like to kick-off the millage renewal campaign by next May and suggested that the millage be a running monthly discussion item going forward.

## **Discussion Item #3: Patron Appeal 2017-1**

All quiet on the western front in terms of new developments, but Linda reports that our insurance may cover any future legal/court action.

## **Discussion Item #4: Costco Credit Card**

Linda has been using her personal card or cash for Costco purchases, as they do not accept Master Card, which is the card the library uses. It's inconvenient in terms of repayment and for tax exemption, which must be applied for after-the-fact for each purchase. Linda would like us to get a Costco institutional credit card, which would make all future purchases infinitely easier.

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

All Ayes: 4-0

## **Action Item #4: Costco Credit Card**

MOTION made by TJ Helfferich, SECONDED by G. Munce to allow the library to apply for a Costco credit card. Discussion: None.

All Ayes: 4-0

## **Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment:** None

**Other Items:**

Gary noted that Sounds & Sights at Palmer Lot are being relocated because the venue will not be ready.

Charlie complimented the library loan system and stated that he thinks the Toddler Story Time is an awesome program.

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by G. Munce to adjourn the meeting at 7:57 p.m.

All Ayes: 4-0

Elizabeth Sensoli

6-19-18

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Anne Merkel, Board Secretary  
Signed by Elizabeth Sensoli, as acting Secretary

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Date