

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

Tuesday, June 19, 2018 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: S. Lackey, E. Sensoli, J. Carr, TJ Helfferich & Gary Munce.

Trustees Absent: C. Taylor & A. Merkel.

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

Guests:

Welcome and Call to Order

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

Agenda Review, Additions, and Approval

Lori announced that a short presentation will be added to the agenda. Keegan will be discussing Design Think: the progress we've made and what comes next.

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by TJ Helfferich, SECONDED by G. Munce to approve the minutes of the May 15, 2018, Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the General Fund Operational checks for May, 2018. Discussion: None All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to accept Financial Reports for May, 2018. Discussion: None All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- * Introduced the Emagine Theaters Movie Nights program that we are participating in and passed out flyer explaining the promotion.
- * Teen volunteers have doubled this summer from last.
- * The word of mouth program for trustees to advertise is the Artist in Residence Up Close and Personal event with photographer Rose Eichenbaum at Main Street Church on Saturday, July 14, from 6-8pm.

Strategic Plan Update:

Lori read from the highlights of the Strategic Plan report in the board packet, which included the library purchasing moveable walls for exhibits, upgrading the reading garden by adding another table, and finishing the landscaping project in the front of the library. Also shared that the Design Think team shared their recommendations and that the library will be using those recommendations, visiting libraries that have recently made similar changes, and using information from Library Journal webinar, called *Creating the Future: How a Historic Library System Used Design to Establish a New Way Forward for All Libraries*, to come up with final plan. Gary recommended touring the U-M undergrad library and seeing changes made to utilize space.

Friends Report Update:

The Friends met on June 7 and have a new membership chair, Susan Bogotski. Their Friend-raiser Tea event is also scheduled for Oct. 24.

Other Reports Notes:

Susan asked Keegan about Story Walks sites. Keegan has been looking at parks/trails in the townships of our service area for this project.

Public Comment: None

Presentation:

Keegan discussed Design Think's @ CDL's thought process and the collection of data. Next she spoke about the identified "pain points" that the data indicated were problem areas. The final steps, in terms of a solution, involve creating a temporary fix (demo phase) that will let us know whether new problems are created and make sure that the fix actually works before investing in a long-term solution. Keegan emphasized that the

temporary fix should be rudimentary and not pretty, so that patrons feel more comfortable sharing their opinions on it.

Jan asked if conflicts were found within the “pain points?” Keegan answered that direct conflicts were not found, but that is why the demo phase is so important. Jan also recommended that Keegan publish her report or present at a library conference.

Action Item #1: Donations

MOTION made by TJ Helfferich, SECONDED by G. Munce to approve and acknowledge the presented 2018 May donations of \$1,870.00.

Discussion: None

All Ayes: 5-0

Discussion Item #1: Budget Hearing Notice

Looked over the drafts. Will be an Action Item in July.

Discussion Item #2: Committee Name Change

The Fundraising Committee has determined that a more appropriate name for the committee and the work it does is the Community Outreach Committee and asked the library board to approve this change.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move Discussion Item #2 to Action Item #2. Discussion: None.

All Ayes: 5-0

Action Item #2: Committee Name Change

MOTION made by TJ Helfferich, SECONDED by J. Carr to approve the proposed name change of the Fundraising Committee to the Community Outreach Committee.

Discussion: None.

All Ayes: 5-0

Discussion Item #3: Board Retreat

A discussion of possible dates, locations, and agenda topics ensued.

Discussion Item #4: Millage

The future millage renewal campaign was discussed.

Committee Reports

Policy Committee –

Finance Committee – Elizabeth shared draft minutes from the committee’s June 5 and June 12 meetings.

Personnel Committee –

Nominating Committee –

Fundraising Committee – Is now the Community Outreach Committee.

Public and Board Comment:

Monthly reporting was discussed. Gary expressed support for additional resources to carry out CDL’s mission.

Other Items: None

Adjourn:

MOTION made by TJ Helfferich, SECONDED by G. Munce to adjourn the meeting at 7:59pm.

All Ayes: 5-0

Anne Merkel, Board Secretary

Date