

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

Tuesday, July 17, 2018 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** E. Sensoli & G. Munce.

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

**Guests:**

**Welcome and Call to Order**

C. Taylor called the meeting to order at 6:47 p.m.

**Agenda Review, Additions, and Approval**

Lori added two discussion items to the agenda: Discussion Item #3 Board Packet/Local Media and Discussion Item #4 Patron Appeal 2017-1.

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

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by J. Carr to approve the minutes of the June 19, 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 June, 2018. Discussion: Mary included the regular way she's been doing checks and a more traditional check register. The board preferred the more traditional check register. All Ayes 5-0

MOTION made by A. Merkel, SECONDED by S. Lackey to accept Financial Reports for June, 2018. Discussion: None All Ayes: 5-0

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

L. Coryell update:

- Lori distributed the 2017 Annual Report, which will go public later this week.
- Also passed out the Technology Plan that Ron and Mel have been working on. Lori asked that questions be prepared by Aug. 14 for the August Board Meeting, when Ron and Mel will present their plan. Charlie was supportive of having this plan on paper.
- Music in the Air was hugely successful.
- Have sold 8 of the prints Rose Eichenbaum donated, to date.
- Bike Repair Center is operational and shattered all previous library FaceBook posts in terms of likes and reposts.
- Dashboard will change going forward. Charlie recommended a 12-month running total comparison.
- More inter-generational audiences at Katie's Korner due to the program changes for Sounds & Sights.
- TJ was very complimentary on Rose Eichenbaum's residency and thought it was a huge success.
- Charlie commented on how many people attended the Summer Reading Program kick-off and thanked staff for their efforts.

Linda then spoke about the Design Think changes that have been recommended and the process in demoing these changes and ultimately implementing them. Changes are coming to the kid's area/ground floor reference desk, the teen space, the second floor reference desk, and adding a larger study room. Also exploring ways to maximize computer area seating.

Demo phase is to try out and get feedback, and will begin next week. Will also be visiting teen areas at several nearby libraries. Design Think is part of the 2019 Strategic Plan, so that is ultimately the end timeline goal.

### **Strategic Plan Update:**

Lori read from the strategic plan update page in the board packet.

### **Friends Report Update:**

Lori wasn't able to attend the last Friends meeting, but has discussed the millage campaign with them.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve and acknowledge the presented June, 2018 donations of \$7,300.00.

Discussion: None

All Ayes: 5-0

**Action Item #2: Budget Hearing Notice**

MOTION made by A. Merkel, SECONDED by J. Carr to approve the presented 2019 Budget Hearing Notice resolution. Discussion: None

All Ayes: 5-0

**Discussion Item #1: 2019 Budget Draft**

Draft budgets for 2019 now available and Linda will go over the draft in its entirety at the August meeting.

**Discussion Item #2: Millage**

Anne Merkel and JoAnn Munce are co-chairs for the upcoming millage campaign. They will be working on a calendar and putting a committee together.

**Discussion Item #3: Board Packet/Local Media**

Parts of our packets are being used for news stories and the information being used is often not complete or put in context. The library wanted the board aware of these developments.

**Discussion Item #4: Patron Appeal 2017-1**

Still waiting on the state's ruling (city has already dismissed her claim).

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Fundraising Committee –**

**Public and Board Comment:** None

**Other Items:**

Board Retreat will be morning of Oct. 12 and the agenda will be finalized at or before the August meeting.

Also, Jan shared that the mini library was approved by the Sylvan Township Board last week.

**Adjourn:**

MOTION made by A. Merkel, SECONDED by S. Lackey to adjourn the meeting at 8:36 p.m.

All Ayes: 5-0

Anne Merkel

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Anne Merkel, Board Secretary

8-21-18

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Date