

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

Tuesday, December 18, 2018 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** J. Carr

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

**Guests:** None

**Welcome and Call to Order**

C. Taylor called the meeting to order at 6:46 p.m.

**Agenda Review, Additions, and Approval**

Added Action Item #6 December Budget Adjustments to the Agenda.

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: None All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the minutes of the November 20, 2018 Board Meeting. Discussion: Elizabeth wants extra pages that are prepared separately and brought to the board meetings to be added to the online packet, so trustees have easy access to past materials. Gary brought up switching to an electronic-formatted packet and mentioned some other boards that use them. Lori will look into this option and the board will revisit this option in 2019.

All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for November, 2018. Discussion: The board decided that a list of checks and a registry is redundant and that going forward they will only request a list of checks appear in the packet.

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to accept Financial Reports for November, 2018. Discussion: Susan asked about CSB and whether they had hired a new local financial advisor. Gary asked about the number of C.D.s the library holds.

All Ayes: 6-0

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

L. Coryell update:

- Merchant Solutions credit card machine was hacked during off hours, but was discovered right away and fraudulent return charges were cancelled.
  - We've since changed the password, switched from online to a phone jack, filed a police report, and put up extra firewall.
  - We're also looking for a new vendor, as we were not satisfied with Merchant Solutions' response.
- Trustee Reappointments for the two open spots are being completed. Jan Carr was reappointed by Sylvan Township in early December for a new 4-year term (ending in 2022) and the Dexter Township board is currently meeting with Charlie Taylor's reappointment on their docket.
- The library received a \$10,000 grant from the Chelsea Community Foundation to help bring Luis Rodriguez to Chelsea, as the library's annual Artist in Residence and as a part of 2019's Midwest Lit Walk.

### **Strategic Plan Update:**

- Lori reviewed the highlights from the Strategic Plan Update in the board packet.

### **Friends Report Update:**

- The Friends will be joining the board for the February meeting to hear Library of Michigan Library Law Consultant Clare Membiela. This will be a joint Q&A portion at the beginning of the meeting.
- Annual Friends Meeting is scheduled for January 26 from 10:30-Noon in the McKune Room.
- There is some question whether or not Friends can donate money to the library's millage campaign. Lori has referred this question to our attorney for counsel.

Other Reports Notes:

- Charlie asked if programs with poor attendance were evaluated. Lori told him they were. There were also questions about Edelwiss that were answered.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve and acknowledge the presented 2018 November donations of \$145.00.

Discussion: None

All Ayes: 6-0

**Action Item #2: 2019 Calendar of Operations and Holidays**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the 2019 Calendar of Operations and Holidays.

Discussion: None

All Ayes: 6-0

**Action Item #3: 2019 Board Meeting Calendar**

MOTION made by S. Lackey, SECONDED by TJ Helfferich to approve the 2019 Board Meeting Calendar.

Discussion: Elizabeth noted that she will be absent from the January and May meetings, while Charlie noted he won't be in attendance in February.

All Ayes: 6-0

**Action Item #4: Capital Improvement Fund Commitment**

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the transfer of funds to maintain the commitment to the capital improvement fund.

Discussion: The board wanted the numbers to reflect that additional funds of \$63,500.00 will be transferred to maintain the commitment of \$100,000.00 to the Capital Improvement Fund. This is an action that occurs at the end of each year, so the library goes into the new year with a fully funded Capital Improvement Fund.

All Ayes: 6-0

### **Action Item #5: 2018 to 2019 Budget Carryovers**

MOTION made by A. Merkel, SECONDED by S. Lackey to approve the carryovers from the 2018 budget to the 2019 budget.

Discussion: None

All Ayes: 6-0

### **Action Item #6: December Budget Adjustment**

MOTION made by S. Lackey, SECONDED by G. Munce to approve the budget adjustments for the end of the 2018 budget.

Discussion: Linda explained that this adjustment was to fund an elevator repair that we were expecting in January, but had the opportunity to do early, in December. She also stressed that the money culled to do this was all money that was being left on the table from the 2018 budget, which needed to be moved to this specific budget line to cover the elevator repair. The removal of the grants that weren't applied for/received was put on the adjustment at the request of bookkeeper Mary Budzinski. Susan asked that a more thorough explanation accompany any budget adjustment going forward.

All Ayes: 6-0

### **Discussion Item #1: 2019 Board Officers**

- Susan shared the Nominating Committee's recommendations for officers for 2019:
  - President: Susan Lackey
  - President-Elect: TJ Helfferich
  - Treasurer: Elizabeth Sensoli
  - Secretary: Anne Merkel
- These positions will go to an Action Item vote in January.

### **Discussion Item #2: 2019 Board Committees**

- New committees were also formed and will be approved in January.

### **Discussion Item #3: Director's Annual Review**

MOTION made by S. Lackey, SECONDED by E. Sensoli to move the meeting into closed session. Discussion: None

Secretary Anne Merkel read a Roll Call Vote to go into Closed Session to discuss the Director's review and Discussion Item #4: Patron Appeal 2017-1. G. Munce, Aye; S. Lackey, Aye; E. Sensoli, Aye; C. Taylor, Aye; TJ Helfferich, Aye; and A. Merkel, Aye.

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

Discussion Item #3 and #4 were both covered in Closed Session.

MOTION made by TJ Helfferich, SECONDED by A. Merkel to move Discussion Item #3 to Action Item #7. Discussion: None.

All Ayes: 6-0

**Action Item #7: Annual Review of the Director**

MOTION made by S. Lackey, SECONDED by G. Munce to follow the Personnel Committee's recommendations for the annual director review.

Discussion: None

All Ayes: 6-0

**Discussion Item #5: Millage**

- Anne explained that she's organizing a committee meeting for January, in which we'll decide which resolution will go on the ballot. There's also the question of which method to campaign with.
- Lori suggested creating a calendar.
- Susan asked when the resolution for the ballot has to be filed and suggested doing as much pre-leg-work as possible leading up to that date.

**Committee Reports**

**Policy Committee** –

**Finance Committee** – Elizabeth went over the committee draft minutes.

**Personnel Committee** – TJ noted that everything from their meeting was covered in the Closed Session.

**Nominating Committee** –

**Community Outreach Committee** –

**Public and Board Comment:**

- Charlie spoke about how even though it's, at times, been a trying year for the board, he feels that they've learned an awful lot from the experience and are in better shape to deal with similar experiences going forward.

**Other Items:** None

**Adjourn:**

MOTION made by TJ Helfferich, SECONDED by E. Sensoli to adjourn the meeting at 8:28 p.m.

All Ayes: 6-0

Anne Merkel

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Anne Merkel, Board Secretary

1-15-19

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Date