

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

Tuesday, April 16, 2019 6:45pm
Meeting Location: McKune Meeting Room

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

Trustees Absent: A. Merkel

Staff: Assistant Director L. Ballard, M. Budzinski & C. Berggren.

Guests: William Tucker, Jim Pruitt

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 C. Taylor, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: Susan requested that the Audit Presentation be moved to the beginning, before the Compulsory Segments, as well as one special order of business.

All Ayes: 6-0

Presentation: Audit Findings and Report, Presented by William Tucker, Maner Costerisan

Bill spoke about letter and booklet and walked the board through his power-point presentation on the audit findings and report.

- The auditor has issued the Chelsea District Library a clean opinion, which is the best possible opinion.
- Went over figures and explained areas of fluctuation.
- Elizabeth asked how the numbers compare with other libraries. Bill answered very well. He also stated that the library is definitely a good steward of the public tax dollars to Susan's follow up question.
- Gary asked for clarification of the fund balance. Bill answered it's so that the entity could continue to function through emergency situations and breaks in regular funding.

Special Order of Business:

Susan read a Special Resolution that the Board presented to Mary Budzinski for her years of service to the library. Mary served two terms as trustee from Lyndon Township, helped with millage and bond campaigns, has been a long-standing and important member of the Friends of Chelsea District Library (even garnering the Friend of the Year Award in 2016), and has worked as the library's bookkeeper for nearly a decade. Mary is retiring at the end of April and moving north to the Traverse City area. Her many talents will certainly be missed at Chelsea District Library, but her library card will always be good here!

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the minutes of the March 19, 2019 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by G. Munce to accept the General Fund Operational checks for March, 2019. Discussion: None

All Ayes 6-0

MOTION made by E. Sensoli, SECONDED by C. Taylor to accept Financial Reports for March, 2019. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Linda added some notes from Lori, in her absence:
 - Design Think update continues with new carpet upstairs; the trendwall around the teen space goes up tomorrow; and the upstairs furniture reupholster is slated for before summer.
 - Two new PT Librarians: Marissa Lasoff-Santos and Margaret Loebe. Elizabeth asked why two PT instead of one FT. Linda explained it was for flexibility reasons within the Information Services staff.

- Linda announced that we will be interviewing shortly for the special internship opportunity in response to Elizabeth's question about whether we had picked someone yet.
- Mentioned that C.A.D.D.Y. has loaned some wonderful quilts, which are on display (two upstairs and one in the lobby).

Strategic Plan Update:

Linda referenced the write up in the board packet.

Friends Report Update:

Last Wednesday the Friends hosted their Staff Appreciation Luncheon in McKune. It was a wonderful event and the CDL staff is fortunate to have such great support.

Other Reports Notes:

Public Comment: None

Action Item #1: Donations

MOTION made by G. Munce, SECONDED by TJ Helfferich to approve and acknowledge the presented 2019 March donations of \$5,465.00.

Discussion: None

All Ayes: 6-0

Action Item #2: Budget Development Calendar

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented budget development calendar for the fiscal year 2020. Discussion: None.

All Ayes: 6-0

Action Item #3: 2019 Budget Adjustment

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the presented adjustment to the 2019 budget to balance the books. Discussion: None.

All Ayes: 6-0

Action Item #4: Resolution to Approve and Certify the Millage Proposal

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the presented Resolution to certify the millage proposal language that will appear on the ballot in August. Discussion: None.

All Ayes: 6-0

Discussion Item #1: Millage

Anne gave info to Linda to pass along:

- Opening a checking account for the campaign.
- Capital improvement for Highpoint School will be the only other thing on the ballot.

Discussion Item #2: 2018 Audit

Taken care of following the Audit Presentation.

Committee Reports

Policy Committee – Reviewing 6 policies that should be ready for discussion in May.

Finance Committee – In the process for finding Mary's replacement

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items:

Just a reminder that the Midwest Lit Walk is coming up and that Artist in Resident, Luis Rodriguez, arrives next Wednesday. Trustees urged to promote heavily.

Adjourn:

MOTION made by J. Carr, SECONDED by E. Sensoli to adjourn the meeting at 7:58 p.m.

All Ayes: 6-0

Anne Merkel

Anne Merkel, Board Secretary

5-21-19

Date