

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

Tuesday, December 17, 2019 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: S. Lackey, E. Sensoli, A. Merkel, J. Carr, & G. Munce.

Trustees Absent: C. Taylor & TJ Helfferich.

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

Guests: None

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 A. Merkel, SECONDED by E. Sensoli to approve the agenda as presented. Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by G. Munce to approve the minutes of the November 19, 2019 Board Meeting. Discussion: None All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by J. Carr to accept the General Fund Operational checks for November, 2019. Discussion: None All Ayes 5-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept Financial Reports for November, 2019. Discussion: None All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Bridgeport Consulting, who is helping to create the library's 2020-2023 Strategic Plan will be at the January All-Staff Meeting and will present to the board at the February Board Meeting.
- The library purchased two butterfly chairs with donations made in Robert German's memory. The chairs will be equipped with memorial plaques and will be placed outside in the reading garden in the Spring. In the meantime, the chairs are in the main lobby.

Friends Report Update:

- The Friends are preparing for their annual meeting on January 25, 10:30-Noon.
- They have received the library's 2020 wish list.
- New officers are being worked out, as are job descriptions and bylaws.
- Friend of the Year (Jo Ann Munce) and Volunteer of the Year (Meg Gower) were announced at December 7th's Volunteer Appreciation Parade-Watching Party.

Other Reports Notes:

Anne asked about the hard-to-recycle items campaign that the Chelsea Zero Waste Coalition is sponsoring and that the library is supporting as a drop-off site.

Elizabeth shared that one of the drawings from the Artful Aging display in the main lobby was done by her mother.

Public Comment: None

Action Item #1: Donations

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve and acknowledge the presented 2019 November donations of \$650.00.

Discussion: Gary spoke about trusts and estate planning and whether we should include information on these in donation acknowledgements.

All Ayes: 5-0

Action Item #2: 2020 Calendar of Operations and Holidays

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the presented calendar of operations and holidays. Discussion: Lori discussed the data and reasoning in adding Thanksgiving Friday to the holiday list.

All Ayes: 5-0

Action Item #3: 2020 Board Meeting Calendar

MOTION made by A. Merkel, SECONDED by J. Carr to approve the presented board meeting calendar. Discussion: None.

All Ayes: 5-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to move into CLOSED SESSION to discuss Action Item #4: Director Annual Review.

Roll Call to go into Closed Session: Susan – Aye, Elizabeth – Aye, Gary – Aye, Jan – Aye, Anne – Aye.

Roll Call to come out of Closed Session: Jan – Aye, Elizabeth – Aye, Susan – Aye, Gary – Aye, Anne – Aye.

Action Item #4: Director Annual Review

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the recommendation from the Personnel Committee for the Director's Annual Review.

Discussion: None.

All Ayes: 5-0

Action Item #5: Capital Improvement Fund Commitment

MOTION made by E. Sensoli, SECONDED by A. Merkel to move the funds to maintain the commitment of keeping \$100,000.00 in the Capital Improvement Fund. Discussion: None.

All Ayes: 5-0

Action Item #6: 2019 to 2020 Budget Carryovers

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the carryovers from the 2019 budget to the 2020 budget. Discussion: None.

All Ayes: 5-0

Discussion Item #1: 2020 Board Officers

Officer post recommendations were shared and will be an Action Item in January.

Discussion Item #2: 2020 Board Committees

Committee chairs and membership recommendations were shared and will be an Action Item in January.

Discussion Item #3: Programming Cost/Benefit Analysis

There was a discussion about the pros and cons of a formalized review template for programming; whether it is necessary and, if so, what form it would take. Also discussed what the board wants going forward on the Performance Dashboard. It was agreed that this discussion should continue and needs to be addressed again when the full board is present.

Discussion Item #4: At-Large Board Member Approval

MOTION made by E. Sensoli, SECONDED by G. Munce to move Discussion Item #4 to Action Item #7. Discussion: None.

All Ayes: 5-0

Action Item #7: At-Large Board Member Approval

MOTION made by A. Merkel, SECONDED by G. Munce to approve Susan Lackey for another term as an at-large trustee on the library board. Discussion: None.

All Ayes: 5-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Minutes were in packet.

Nominating Committee – Minutes were in packet.

Community Outreach Committee –

Public and Board Comment: None

Other Items: None

Adjourn:

MOTION made by E. Sensoli, SECONDED by A. Merkel to adjourn the meeting at 8:31 p.m.

All Ayes: 5-0

Janice L. Carr

1-21-20

Jan Carr, Board Secretary

Date