

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

Tuesday, February 18, 2020 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** E. Sensoli & A. Merkel.

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

**Guests:** Anica Madeo

Trustee Charlie Taylor was administered the Oath of Office before the meeting began.

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:45 p.m. and asked that the board move the Strategic Plan discussion and Fine Free discussion to the beginning of the docket.

**Agenda Review, Additions, and Approval**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: None

All Ayes: 4-0

**Discussion Item #1: Strategic Plan 2020-2022**

- Anica spoke about the process and who gave input and feedback.
- Received very positive alignment from staff.
- Asked for feedback from board and if there's anything included that they just can't live with.

Gary Munce arrives at 7:04.

- Discussed possibly separating digital literacy and digital promotion into two different categories.
- Board overwhelmingly supports the plan.
- Will move to Action next month with a few minor changes; Lori will email edits to board prior to the meeting.

## **Discussion Item #2: Fine Free**

- Terri shared lessons learned from Pinckney and Milford libraries, who have been fine free for a year.
- Both libraries stressed the importance of educating public about the ins and outs of fine free.
- The relationship between patron and circ staff improved dramatically—everyone is happier.
- Decisions that need to be made, if the board decides to go fine free, include whether to have items, patrons, or both fine free. Pinckney and Milford have made their items and patrons fine free.
- Most libraries have forgiven fines when going fine free.
- Will need a decision before June 15 to make the Fall Newsletter timeline.

## **Compulsory Segments:**

### **Minutes and Approval of Checks**

MOTION made by TJ Helfferich, SECONDED by J. Carr to approve the minutes of the January 21, 2020 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept the General Fund Operational checks for January, 2020. Discussion: Don't want bank statements in reports.

All Ayes 5-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept Financial Reports for January, 2020. Discussion: None

All Ayes: 5-0

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

L. Coryell update:

- Report is 2019 in review; Lori asked if there were any questions. Several trustees want past years to compare numbers to. Question was how many years to go back and would the data be comparable.
- New Head of Marketing, Elaine Medrow, starts on Thursday.
- There were 550 people at Washtenaw Reads and Chelsea was very well represented.
- Lori has been invited to speak at the Library of Michigan conference on millage campaigns because of the positive, successful millage campaign that CDL ran in 2019.
- Five staff members will be attending the PLA conferences in Nashville later this month.
- We have contracted with Michigan Municipal League to perform a staff salary and benefits survey in the fall.
- The audit was last week and all indications are it went great.
- Grant for multigenerational opera program was turned in earlier today.
- Authors in Chelsea is March 17 and the board meeting that day will be at 10 a.m., so that library staff and trustees can participate in the evening's events.

### **Friends Report Update:**

- Both Jan and Gary were at the Friends Annual Meeting in January and reported that the library's wish list was approved and that officers were appointed, other than secretary, which remains open and there is presently a concerted search for.
- The matching donations goal was met.

Other Reports Notes:

The Spring Newsletter is out and receiving rave reviews.

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by C. Taylor, SECONDED by TJ Helfferich to approve and acknowledge the presented January 2020 donations of \$2,025.00.

Discussion: None

All Ayes: 5-0

### **Discussion Item #3: Future Trends in Public Libraries**

- Lori shared the vote results; the initial subject, receiving the most votes, will be Rethinking Rural.

### **Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

### **Public and Board Comment:**

**Other Items:** Susan, TJ, and Jan asked that their trustee check vouchers be shredded instead of put in their mailboxes going forward.

### **Adjourn:**

MOTION made by TJ Helfferich, SECONDED by C. Taylor to adjourn the meeting at 8:16 p.m.

All Ayes: 5-0

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Janice L. Carr, Board Secretary

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Date