

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

Tuesday, October 20, 2020 6:45 pm  
Meeting Location: Remote, Using Zoom

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

**Trustees Absent:** C. Taylor

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

**Guests:** None

**Welcome and Call to Order**

S. Lackey called the meeting to order at 6:46 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: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the September 15, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by A. Merkel, SECONDED by E. Sensoli to accept the General Fund Operational checks for September, 2020. Discussion: None

All Ayes 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept Financial Reports for September, 2020. Discussion: None

All Ayes: 6-0

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

### L. Coryell update:

- Scott Rakestraw was promoted to Head of technology on September 30, his one-year anniversary. Instead of hiring a like for like Networker Administrator, this gives the library an opportunity to restructure the Tech Department and a Computer Tech II position has been posted.
- Curbside will soon be moving to tables inside the library lobby, due to weather considerations.
- Linda had her 25<sup>th</sup> work anniversary in September.
- Despite obstacles, the Young at Art exhibit still had 80+ in-person viewings and 40+ video views.
- Lori notified the Board that the early close on the Wednesday before Thanksgiving will not happen because the library isn't open until 9pm, as the schedule dictated before the COVID hours. Instead the library will remain open until 6pm to allow patrons to pick up their items before the library is closed on Thursday and Friday in recognition of the Thanksgiving holiday.
- Jan asked if it is the Michigan Municipal League that is conducting the library's compensation review. Lori confirmed and Jan shared that she still had her notes from the 2014 review.
- Anne shared that she's appreciative that the library has lengthened its Saturday hours to 5pm, as it gives people more time to pick up items.
- Jan marveled at the online program numbers and asked if there was any kind of comparison between the numbers for in-person, pre-COVID programs and post-COVID online programs.
- Jan also shared that Sylvan Township used 28 gigabytes of data in September, as compared to 2 in January.

### Friends Report:

- The Friends met last Tuesday and are still planning on hosting their Annual Meeting in January in some capacity, as well as selecting a Friend of the Year.
- Jan announced that Michelle at Serendipity Books is eager to partner with the Friends when it comes to selling the pricier sale items. Serendipity uses an internet platform for bookstore online sales called Biblio and Jan is very excited about the prospects of this partnership.

Other Reports Notes: None

**Public Comment:** None

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

MOTION made by J. Carr, SECONDED by TJ Helfferich to accept the library's September donations.

Discussion: None

All Ayes 6-0

### **Discussion Item #1: At-Large Board Seat**

- TJ's term expires at the end of the year, but she expressed a desire to renew her at-large appointment, with the board's approval, for another 4-years.
- The board expressed overwhelming enthusiasm for her continuing her service.
- This board appointment will move to Action next month.

### **Discussion Item #2: DDA/TIFA**

- Because of the new millage, the library is no longer obligated to allow the DDA to capture TIFA funds. This is true of all library millages passed after 2018. So, anything the library now gives to the DDA is strictly voluntary.
- Susan asked that each board member share their views on this change and how best to proceed.
  - Jan asked what services the DDA provides to the library and what is the value received? She was also curious about whether other non-profits donate to the DDA, and if so, how much?
  - Gary stressed that if they want/need that money, then they ought to come to us and make the case and not the other way around. He said this needs to be a two-way discussion that comes to a unilateral agreement. He also asked if the library makes donations to any other entities? Lori answered, other than the Sculpture Walk, no.
  - Elizabeth said that the DDA has supported the library and vice versa and she supports continuing to help them financially.
  - TJ wondered if other recently passed millages have affected the DDA in a similar way?
  - Anne was under the impression, from conversations, that the DDA is unaware that they're potentially losing these captured funds.
  - Susan wanted to know if our self-imposed decision deadline is January? And whether we can decide to donate a portion of the previously captured amount instead of the whole? Lori answered, yes, that any amount is up to the library board. Susan also asked if Dexter has gone through this dilemma? And stressed the library would need to be prepared to explain rational, either way.
  - Lori said that she would reach out to the City/DDA and invite them to state their case at the November meeting. She also said that she would contact Paul at Dexter to see if they'd dealt with a similar situation and reach out to Anne Seuryneck, the library's attorney.

### **Discussion Item #3: Board Retreat**

- Susan and Lori have discussed the board doing a slimmed down version of the presentation on diversity training that the staff got during in-service from Terrance Learning.
- Board members seemed receptive to this, though Gary shared he'd also like to have an overriding discussion about how the board is dealing with topics and how the board sees its vision for the library going forward.
- Susan asked if anyone objected to doing both of these activities, either on the same day or separately? Again, the board members were receptive to both.
- Susan asked Lori if she would send out a poll to board members, so that a date and time for the retreat could be determined.

### **Committee Reports**

**Policy Committee** –

**Finance Committee** –

**Personnel Committee** – Will be meeting soon to prepare Lori's annual review.

**Nominating Committee** – Held a meeting (minutes coming next month) and have decided that TJ will become President next year, Gary will become President-Elect, Susan will become Treasurer, and Jan will remain as Secretary. There will also be some minor committee reshuffling.

**Community Outreach Committee** –

**Public and Board Comment:** None

**Other Items:** Jan shared that October is National Friends of the Library Month and encouraged all board members to consider joining. Susan said that she'd reviewed the Ann Arbor Public Library's strategic plan and that she was even more impressed with our plan and its transparency and how CDL continually engages the public.

**Adjourn:**

MOTION made by J. Carr, SECONDED by A. Merkel to adjourn the meeting at 8:02 p.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary

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Date