

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

Tuesday, December 15, 2020 6:45 pm
Meeting Location: Remote, Using Zoom

Trustees in Attendance: S. Lackey (Zooming from Sylvan Township), TJ Helfferich (City of Chelsea), G. Munce (Lyndon Township), J. Carr (Sylvan Township), E. Sensoli (Lima Township), & C. Taylor (from Traverse City, but representing Dexter Township).

Absent: A. Merkel

Staff: Director L. Coryell, L. Ballard, E. Medrow, & C. Berggren.

Guests: Matt Jensen

Welcome and Call to Order

S. Lackey called the meeting to order at 6:47 p.m.

Agenda Review, Additions, and Approval

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the agenda, as amended. Discussion: Susan asked the Director's Evaluation (Action Item #7) be moved to the very end of the meeting, as it will be in Closed Session.

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by G. Munce to approve the minutes of the November 17, 2020 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by TJ Helfferich to accept the General Fund Operational checks for November, 2020. Discussion: None

All Ayes 6-0

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

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Announced that the library has hired two new Library Assistants, Jordan and Christin, both of whom started yesterday.
- Reminded board members to vote for our decorated Lamp Post.
- Is optimistic about the vaccine, but as Charlie pointed out, nothing will likely change significantly until the fall. So, expect an uptick in programming in the fall.
- Announced that the library has purchased the elk sculpture, currently on our property and that it will remain where it is. Also, shared that the DDA provides the pads for all the sculptures around town.
- We were a collection point for something Reinhart Reality did. Some mention of Girl Scouts, too...

Friends Report:

- The Annual Meeting will be held virtually on Saturday, January 23 at 10 a.m.
- Jan shared that the Friends are formally partnering with Serendipity Books and that they will sell books online (and possibly in store) for the Friends, splitting the profits 50/50. Hopefully, that will be starting in January.
- Plan to start selling Mystery Bags at the front entrance. Each bag will be closed with a certain number of items and exact change will be necessary to purchase one. Once paid for the patron simply chooses a bag and exits the library.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by E. Sensoli to accept the library's November donations.

Discussion: None

Jan, roll-call vote: Elizabeth – Aye, Gary– Aye, Susan – Aye, Jan – Aye, Charlie – Aye, and TJ – Aye.

All Ayes 6-0

Action Item #2: Board Officers

MOTION made by G. Munce, SECONDED by J. Carr to appoint the 2021 Board Officers as recommended by the Nominating Committee with Susan's approval.

Discussion: None

Jan, roll-call vote: Charlie – Aye, TJ – Aye, Elizabeth – Aye, Gary– Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #3: Board Committees

MOTION made by J. Carr, SECONDED by C. Taylor to approve the Nominating Committee's recommended 2021 Board Committee placements with Susan's approval.

Discussion: None

Jan, roll-call vote: Gary – Aye, Susan– Aye, Elizabeth – Aye, Charlie – Aye, TJ – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #4: 2021 Calendar of Operations

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the library's presented 2021 Calendar of Operations.

Discussion: None

Jan, roll-call vote: TJ – Aye, Charlie– Aye, Susan – Aye, Gary – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #5: 2021 Board Meeting Calendar

MOTION made by TJ Helfferich, SECONDED by C. Taylor to approve the library's presented 2021 Calendar of Board Meetings.

Discussion: None

Jan, roll-call vote: Gary – Aye, Elizabeth– Aye, TJ – Aye, Charlie – Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #6: Capital Improvement Fund Commitment

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the moving of funds to maintain the \$100,000.00 Capital Improvement Fund commitment.

Discussion: Linda shared that \$26,575 will be moved to maintain the commitment and that that money was used for upgrades on Cloud Storage.

Jan, roll-call vote: Gary – Aye, Susan– Aye, Charlie – Aye, TJ – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 6-0

Discussion Item #1: Budget Carryovers

Linda shared that the carryovers represent about 5.7% of our budget and were affected by the pandemic. She emphasized that, as always, these numbers may see some fine-tuning, as the year comes to an end.

Discussion Item #2: 2020 Budget Adjustment

Linda shared that this was a simple mathematical error and that the Capital Reserve Fund was under represented in the original budget. Susan asked that the math be present on the Action Item for this adjustment next month.

Discussion Item #3: DDA/TIFA

- Lori shared that the estimated banner hanging cost is roughly \$3,000 per year.
- Gary shared the DDA budget.
- A compromise amount was agreed upon to transfer to the DDA for 2021, however, it was agreed that this will be reevaluated on a year-to-year basis.
- Since this is a budget issue, the review of the 2022 uncaptured amount will be discussed in May, when the new budget construction begins.
- Lori will ask the DDA for a written contract, which will be further reviewed next month.

Discussion Item #4: Remote Work Policy During Pandemic

This is a necessary policy due to MIOSHA state orders. The library has been following these orders, but this policy puts it in written form. Lori asked that this be moved to Action.

MOTION made by J. Carr, SECONDED by G. Munce to move Remote Work Policy During Pandemic to Action Item #8.

Discussion: None

Jan, roll-call vote: Susan – Aye, Gary– Aye, Elizabeth – Aye, Charlie – Aye, TJ – Aye, and Jan – Aye.

All Ayes 6-0

Action Item #8: Remote Work Policy During Pandemic

MOTION made by C. Taylor, SECONDED by G. Munce to approve the new library policy, Remote Work Policy During Pandemic.

Discussion: None

Jan, roll-call vote: Elizabeth – Aye, Charlie– Aye, TJ – Aye, Gary – Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

MOTION made by E. Sensoli, SECONDED by TJ Helfferich to move the meeting into CLOSED SESSION to discuss and vote on Action Item #7: Director Evaluation.

Discussion: Lori transfers meeting host to Gary.

Jan, roll-call vote: TJ – Aye, Charlie– Aye, Elizabeth – Aye, Gary – Aye, Susan – Aye, and Jan – Aye.

All Ayes 6-0

Lori and Chris rejoin the meeting when the CLOSED SESSION ends. Linda and Elaine left for good when the CLOSED SESSION began.

Other Items: Gary shared that tomorrow morning was his final Lyndon Township Broadband meeting, as the mission has now been accomplished!

Adjourn:

MOTION made by C. Taylor, SECONDED by J. Carr to adjourn the meeting at 8:59 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date