

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

Tuesday, March 16, 2021 11:00 am  
Meeting Location: Remote, Using Zoom

**Trustees in Attendance:** TJ Helfferich (Zooming from the City of Chelsea), S. Lackey (Sylvan Township), J. Carr (Sylvan Township), A. Merkel (City of Chelsea), E. Sensoli (representing Lima Township from Florida), & C. Taylor (Dexter Township).

**Absent:** G. Munce

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

**Guests:** Various CDL staff members

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 11:01 a.m.

**Agenda Review, Additions, and Approval**

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

**Presentation:** Classification & Compensation Study by Mandy Reed of MML  
Mandy explained that this study was a 5- to 7-year update from the Michigan Municipal League's previous study for the library. She then shared the report onscreen and walked everyone through the analysis.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the minutes of the February 16, 2021 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept the General Fund Operational checks for February, 2021. Discussion: There was some concern about lawn chemicals and several trustees want to discuss the library's environmental policy in April.

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept Financial Reports for February, 2021. Discussion: None

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- When the library moves to Stage 4 of reopening that phase will be called CDL Express.
  - This would involve monitoring numbers within the library, as opposed to allowing patrons in by appointment.
- Purple Rose Reading program numbers have been off the charts this year.

Friends Report:

- Will be reopening Book Sales by appointment soon. Have been working furiously in the basement to prepare for the return of sales.
- No donations yet being accepted. Too much stock in the basement still.

Other Reports Notes: None

**Public Comment:** Charlie asked about vaccinations and whether special consideration has been discussed for vaccinated patrons. It was agreed that that would be extremely difficult, if not impossible, to do, but this topic will appear as a Discussion Item next month.

**Discussion Item #1: MML Classification and Compensation Study Report**

Lori and Linda have reviewed the report and will recommend several changes to better represent the job grades and titles. New pay rates could appear as soon as April; the library is looking into how to do that. Looking at ways to increase benefits, too, but also working within a budget. Lori will send copies of the study to board members following the meeting.

**Discussion Item #2: 2022 Budget Calendar**

This is just an annual reminder of the budget schedule for the creation of the next budget.

**Committee Reports**

**Policy Committee** – Collection Policy needs review.

**Finance Committee** – Will be meeting shortly to discuss the next budget.

**Personnel Committee** –

**Nominating Committee** –

**Community Outreach Committee** –

**Public and Board Comment:**

**Other Items:**

**Adjourn:**

MOTION made by A. Merkel, SECONDED by S. Lackey to adjourn the meeting at 12:19 a.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary

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Date