

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

Tuesday, July 20, 2021 6:45 pm
Meeting Location: Remote, Using Zoom

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

Absent: A. Merkel

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

Guests: None

Welcome and Call to Order

TJ Helfferich called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the agenda, as amended. Discussion: TJ moved Discussion Item #1 to the beginning of the meeting.

All Ayes: 5-0
(Jan not voting)

Discussion Item #1: At-Large Board Seat

Jan and Susan update the Board on how Susan has been appointed by Sylvan Township to replace Jan as the township board trustee. This was a proactive move, since Jan will be moving elsewhere within the library district later this year. Susan will fill this appointment until the post reopens in 2022. Jan would like to remain on the Board, as a trustee, replacing Susan as the second At-Large appointee, but would need Board approval to do so. Gary asked if the attorney had vetted this move and Lori replied that she most definitely had.

MOTION made by S. Lackey, SECONDED by C. Taylor to move Discussion Item #1 to Action Item #3.

All Ayes: 5-0
(Jan not voting)

Action Item #3 At-Large Board Seat

MOTION made by E. Sensoli, SECONDED by S. Lackey to appoint Jan Carr to Susan's previous At-Large seat that runs through 2023. Discussion: None

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

All Ayes 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the June 15, 2021 Board Meeting. Discussion: Elizabeth caught one typo, which was corrected.

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept the General Fund Operational Checks for June, 2021. Discussion: There was a question about bank fees, which Lori will follow up with Kerry.

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept Financial Reports for June, 2021. Discussion: Elizabeth was elated to see the cash-flow chart reinstated.

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori notified the Board that the grant application, which would go toward a bookmobile, was sent out and that the library will find out in mid-August whether the grant was successful.
- Lori then shared a video on bookmobiles from a company in Colorado, which specializes in bookmobiles, that she's been working with, and emphasized that if the grant is successful, the library will need to move quickly and have all ducks properly in a row.
- Also, spoke about the possibility and benefits of obtaining a bookmobile, regardless of the grant outcome, since it is already part of the Strategic Plan and the square mileage of the library's service area would benefit from this service enhancement.

Friends Report:

- The Friends of the Library met last Tuesday and now have a President-Elect.

- Will piggyback with the Songfest celebration on Oct. 23 and detail “The Life of a Donated Book.”
- Jan shared that the June 26 reopening book sale shattered all records and that the follow-up, two weeks later, had another better than average sales total. She also mentions that all the volunteers have been great!

Other Reports Notes:

- Charlie asked about Scott possibly doing a program on ransomware. Gary, who’s also advocated for such a program, shared additional insight.

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the library’s June donations. Discussion: None

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

All Ayes 6-0

Action Item #2: Budget Hearing Notice

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the library’s publishing of the Budget Hearing Notice before the Budget Hearing at the August 17 Board Meeting. Discussion: None

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

All Ayes 6-0

Discussion Item #2: Staff In-Service

The proposed date of the Staff In-Service in Friday, November 19, and the day will entail critical incident training in the morning and an Ingenuity Engine orientation in the afternoon. Lori asked that if the date was amendable to the Board, that they move to Action, so that the date could be included in the Fall Newsletter.

MOTION made by J. Carr, SECONDED by G. Munce to move Discussion Item #2 to Action Item #4. Discussion: None

All Ayes 6-0

Action Item #4: Staff In-Service 2021

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the Friday, November 19, date of the Staff In-Service. The library will be closed that day.

Discussion: None

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

All Ayes 6-0

Discussion Item #3: Board Retreat

The Board discussed the possibility of Saturday, December 4, for their retreat. Lori suggested the date, as the Volunteer Party is later that day, from 5:30-6:30, and the trustees could attend and then watch the holiday parade from the McKune porch. Jan suggested a 1 o'clock lunch/start time and the Board indicated that an orientation to the Ingenuity Engine, similar to what the staff will receive in November, would be ideal for the itinerary.

Discussion Item #4: 2022 Budget Draft

Lori shared that she had emailed the budget draft earlier in the day and that any questions for the August Budget Hearing should be sent a week before that meeting.

Committee Reports

Policy Committee –

Finance Committee – Approved the Audit RFP, which was sent out to prospected firms earlier today.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Elizabeth shared that her term ends in December and that she is actively looking for a good replacement for her Lima Township seat, and that other trustees should keep an eye out for a good Lima Township trustee, as well.

Adjourn:

MOTION made by E. Sensoli, SECONDED by S. Lackey to adjourn the meeting at 8:09 p.m.

All Ayes, 6-0

Janice L. Carr, Board Secretary

Date