

**Chelsea District Library Board of Trustees  
Budget Hearing**

Tuesday, August 17, 2021 6:45 p.m.  
Meeting Location: Remotely via Zoom

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

**Trustees Absent:** C. Taylor

**Staff:** Director L. Coryell, Assistant Director L. Ballard, T. Lancaster, S. Rakestraw, S. Powers, & C. Berggren.

**Guests:** None

**Budget Hearing:**

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

**Board Review of 2022 Budget:**

Lori walked the board through the budget section by section, highlighting the areas of fluctuation from the previous year. Key components:

- The breakdowns for Personnel, Collection, and Other Expenses are consistent with 2021.
- Total expenses are slightly up, but so is revenue.
- State Aid and Penal Fines were predicted to drop in 2021, but didn't; still being conservative with these figures.
- Lori read J. Hanifan's letter, advocating for the library's continued support of the DDA.

**Public Comment:** None

**Adjournment:**

MOTION made by A. Merkel, SECONDED by J. Carr to adjourn the budget hearing at 7:25 p.m.

All Ayes: 6-0

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Jan L. Carr, Board Secretary

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

Tuesday, August 17, 2021 Directly following the Budget Hearing  
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), & A. Merkel (City of Chelsea).

**Absent:** C. Taylor

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

**Guests:** None

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 7:26 p.m. One item was added to the agenda: Discussion Item #3 Budget Adjustment.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by G. Munce to approve the agenda, as amended. Discussion: None

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by J. Carr to approve the minutes of the July 20, 2021 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by G. Munce, SECONDED by S. Lackey to accept the General Fund Operational Checks for July, 2021. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by E. Sensoli to accept Financial Reports for July, 2021. Discussion: None

All Ayes: 6-0

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

L. Coryell update:

- Lori summarized her report and pointed out a few items from the Tech Report.

Friends Report:

- On Oct. 23 will detail "The Life of a Donated Book."
- Sales are continuing to go very well.

Other Reports Notes: None

**Public Comment:** None

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

MOTION made by A. Merkel, SECONDED by S. Lackey to approve the library's July donations. Discussion: None

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

All Ayes 6-0

### **Action Item #2: Board Retreat**

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed Dec. 4 Board Retreat. Discussion: None

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

All Ayes 6-0

### **Discussion Item #1: Mobile CDL**

Lori shared the pricing breakdown and also the monthly expense estimates with the board. The hope is to have a vehicle by September, 2022, either via the grant or without. A discussion ensued about the pros and cons to purchasing a Mercedes or a domestic vehicle. Linda pointed out that part of that decision has to do with supply chain, and at present the two vehicles that the company we've been talking to has are both Mercedes. The discussion was eventually shelved until next month, when the outcome of the grant will hopefully be known.

### **Discussion Item #2: Hours Change**

The library is proposing opening an hour earlier on Monday through Thursday, as well as eliminating the separate winter and summer hours, making the new hours uniform throughout the year. This would meet a criteria of the strategic plan by better meeting the needs of our patrons, as statistics show that we are far busier early than later, and

would also alleviate confusion about changing hours during the year. The new hours would start on September 7, as follows: M-Th 9-8, F 10-6, SA 10-3, and SU 1-5. Lori asked that the board move this item to Action, in order to adequately alert the public of these new hours.

MOTION made by G. Munce, SECONDED by J. Carr to move Discussion Item #2 to Action Item #3.

All Ayes 6-0

**Action Item #3: Hours Change**

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed changes to the library's hours. Discussion: None

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

All Ayes 6-0

**Discussion Item #3: Budget Adjustment**

The library is moving to a new calendar program, Communico, and needs to move money within the 2021 budget to cover the costs. Lori asked that this be moved immediately to Action, so that the library is spending from the correct budget line and can proceed with getting this new calendar system operational.

MOTION made by J. Carr, SECONDED by G. Munce to move Discussion Item #3 to Action Item #4.

All Ayes 6-0

**Action Item #3: Budget Adjustment**

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed budget adjustment, moving money from lines 884.114 and 884.216 to 803.395 to cover the new Communico calendar program. Discussion: None

Jan, roll-call vote: Susan – Aye, Elizabeth – Aye, TJ – Aye, Anne – Aye, Gary – 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

**Other Items:** At the previous meeting, the board had decided to convene in person again starting in September, but after the recent upswing in Covid cases, decided instead to continue via Zoom in September and reevaluate, as things change.

**Adjournment:**

MOTION made by J. Carr, SECONDED by G. Munce to adjourn the meeting at 8:45 p.m.

All Ayes, 6-0

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Janice L. Carr, Board Secretary

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Date