

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

Tuesday, September 21, 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 (City of Chelsea), E. Sensoli (Lima Township), A. Merkel (City of Chelsea), & C. Taylor (Dexter Township).

**Absent:** None

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

**Guests:** Kerry Ballard

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 6:46 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by S. Lackey, SECONDED by J. Carr to approve the agenda, as submitted. Discussion: None

All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the August 17, 2021 Budget Hearing. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the August 17, 2021 Board Meeting, as amended. Discussion: Several trustees wanted the industry expert opinion removed from Discussion Item #2 Mobile CDL.

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to accept the General Fund Operational Checks for August, 2021. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by A. Merkel to accept Financial Reports for August, 2021. Discussion: Elizabeth and Kerry discussed the Money-Flow Chart and ways to improve its readability.

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Lori summarized her report and made clear that masks will be mandatory for all in person, in-building programs.
- Self-checkout unit is almost operational.
- Discussed the library's planned ransomware information session for local entities and businesses.
- Lori shares that the State of Michigan has asked if the library would host a pop-up vaccination clinic, preferably piggybacking on a program or event that would draw people to the library. This was discussed and the board agreed that the library, as a source of information, has an obligation to help with the vaccine push.

Friends Report:

- Friends are exploring merchandising options for the 2022 Frida Kahlo exhibit.
- Taking nominees for Volunteer of the Year.
- Will have new bookmarks at the November book sale.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by A. Merkel, SECONDED by E. Sensoli to approve the library's August donations. Discussion: It was noted that most of these donations were in memory of long-time CDL patron, Liseli Bowers.

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

All Ayes 7-0

**Action Item #2: 2022 Budget Approval**

MOTION made by J. Carr, SECONDED by G. Munce to approve the proposed 2022 CDL Budget. Discussion: None

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

All Ayes 7-0

**Discussion Item #1: Mobile CDL**

Lori shared that the grant funds are ready to be dispersed, but that the state legislature hasn't voted to release the funding. There is no indication when this may occur. Despite the holdup, the board made clear that they support the vision for Mobile CDL, with or without the grant.

**Discussion Item #2: Audit Firm**

Susan spoke for the Finance Committee about their process in evaluating the audit proposals and making a recommendation. She emphasized that because of the institutional expectation that entities change auditors periodically to avoid becoming too familiar, due to feedback from library personnel, and the fact that the bid fits into the library's budget, the Finance Committee recommends that CDL hire Yeo & Yeo to conduct the library's audits for 2021-2023.

MOTION made by J. Carr, SECONDED by S. Lackey to move Discussion Item #2 to Action Item #3. Discussion: None

All Ayes 7-0

**Action Item #3: Audit Firm**

MOTION made by G. Munce, SECONDED by J. Carr to approve the hire of auditing firm Yeo & Yeo to conduct the library's 2021-2023 audits. Discussion: None

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

All Ayes 7-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –** Announced will be setting up a meeting soon.

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:**

- Gary spoke about how Washtenaw County has moved forward in its effort to have complete broadband. Will probably still take some years to achieve, but the project is fully funded.
- TJ spoke about the library's new Ingenuity Engine and gave a glowing review of the workspace and its chief architect, Matt.
- The board agreed to continue meeting remotely through the end of the year.

**Adjournment:**

MOTION made by A. Merkel, SECONDED by C. Taylor to adjourn the meeting at 7:57 p.m.

All Ayes, 7-0

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Janice L. Carr, Board Secretary

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Date