

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

Tuesday, November 16, 2021 6:45pm
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), C. Taylor (Dexter Township), A. Merkel (City of Chelsea), & E. Sensoli (Lima 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 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the agenda, as submitted. Discussion: None

All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the October 19, 2021 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept the General Fund Operational Checks for October, 2021. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept Financial Reports for October, 2021. Discussion: Susan suggested that the Finance Committee meet with Kerry about the cash flow chart, to iron out what needs to be in it and what doesn't.

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- Reaching out to township leadership about the upcoming board vacancies.
- Going through the interview process for the tech position and hope to have someone in place at the start of the year.
- Mary Budzinski's memorial was lovely.
- Excellent Song Fest attendance numbers.
- This coming Friday is the Staff In-Service. Employees and trustees can get flu shots before the meeting starts.
- The Small Wonders exhibit had roughly 400 visitors.

Friends Report:

- Friends met last Tuesday and Lori presented them the library's wish list.
- Ornament sales have been much higher than expected. The library is even receiving emails asking if ornaments can be mailed.
- Gary Zenz has been building a team to help with the Frida exhibit setup.
- Jan reported the book sales were very strong in November.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by J. Carr, SECONDED by A. Merkel to approve the library's October donations. Discussion: None.

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

All Ayes 7-0

Discussion Item #1: Mobile CDL

The library did not receive any of the grant money, but Lori intends to seek alternative grant money from the Chelsea Community Foundation. Lori and Linda have been working with a salesperson on either a Mercedes Sprinter or a Ford E-Transit. The Sprinter would be available perhaps as much as a year sooner, but the E-Transit is an electric vehicle and would highlight the library's dedication toward renewable resources. Elizabeth and Susan both asked that multiple vendors be explored. Lori will set apart some time at the upcoming Board Retreat (Dec. 4) to discuss this important decision further.

Discussion Item #2: 2022 Calendar of Operations

Lori asked about the possibility of adding Election Day to the list of designated holidays. It was agreed that Election Day should be added for 2022 and will be added to the list for discussion in even-numbered general election years. This will move to Action in December.

Discussion Item #3: 2022 Board Meeting Calendar

The dates looked good, other than possibly December 20, which is very close to Christmas, but will be reexamined next November. This will move to Action in December.

Discussion Item #4: Director Evaluation

Elizabeth explained the process and requested that evaluations be returned to her by December 3. The director evaluation review and the Personnel Committee's recommendations will be an Action Item at the December meeting.

Discussion Item #5: Capital Improvement Fund Commitment

This is something that the board has been committed to doing for years, but must pass as an Action Item in December.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – Elizabeth shared that the minutes from the recent Personnel Committee meeting will be in the December packet.

Nominating Committee – Gary shared that some of the officers and committee chairs have been selected, but that the committee is still hard at work ironing out the last of these important decisions.

Community Outreach Committee –

Public and Board Comment: None

Other Items:

- Discussed the lateness of December's meeting (Dec. 21) and decided unanimously to move it up a week to December 14, but to leave the regular start time of 6:45pm in place.
- TJ spoke about the possibility of January's meeting being in-person, as the mandate is set to expire at the end of the year. Mask wearing at an in-person meeting was also discussed. Lori agreed to contact the attorney to check if we could require masks at board meetings.

Adjournment:

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 8:11 p.m.

All Ayes 7-0

Janice L. Carr, Board Secretary

Date