

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

Tuesday, January 18, 2022 6:45pm  
Meeting Location: McKune Room

**Trustees in Attendance:** TJ Helfferich, G. Munce, S. Lackey, J. Carr, C. Taylor, A. Merkel, & P. Garcia.

**Absent:** None

**Staff:** Director L. Coryell, Assistant Director L. Ballard, C. Berggren, K. Ballard, E. Mayes, & M. Jacques.

**Guests:** None

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 6:47 p.m.

Lori introduced two newer employees, Library Assistant Martha Jacques and Technology Specialist Everett Mayes, whom the Board had not met, yet. The Trustees also offered short introductions for Patricia Garcia, the latest addition to the Board, representing Lima Township.

Chris administered the Oath of Office and all seven Trustees were sworn in.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by S. Lackey to approve the agenda, as submitted. Discussion: Chris announced that there were several handouts to augment the packet.

All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the minutes of the December 14, 2021 Board Meeting, as amended. Discussion: None

All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the Closed Session minutes of the December 14, 2021 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the General Fund Operational Checks for December, 2021. Discussion: None

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by G. Munce to accept Financial Reports for December, 2021. Discussion: Kerry reported that there is a scheduled meeting with the Finance Committee, on February 1, to go over the charts.

All Ayes: 7-0

**Director's Report Update:**

L. Coryell update:

- Lori, in response to Gary's request at the December meeting, regarding revisiting ongoing trustee training, has created a shared Google Drive for Trustees. The drive includes documents relevant to serving on the board. She is also exploring several United for Libraries resources: Trustee Academy and Short Take for Trustees. Charlie recommended focusing on one of the Short Take videos per meeting.
- Lori thanked Sylvan Township Supervisor, Kathleen Kennedy, for sharing extra masks that the township received with the library.
- The Frida Kahlo exhibit boxes, all 19 crates, are scheduled to arrive Friday.
- The library is sharing information about USPS delivering Covid tests to people's homes. Lori also, talked about the library's practice statement in regards to employee's missing time due to Covid.

Friends Report:

- The Friends made over \$1,600 from holiday ornament sales.
- The annual meeting is this Saturday and will be held virtually.
- There is a new Friends president, Dayle Wright.
- Jan reported that everyone wore masks at the last book sale.

Other Reports Notes: None

**Public Comment:** None

**Action Item #1: Donations**

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

All Ayes 7-0

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

MOTION made by S. Lackey, SECONDED by J. Carr to approve the library's budget carryovers from 2021 to 2022. Discussion: None.

All Ayes 7-0

**Action Item #3: 2022 Board Committees**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the proposed makeup of the board committees. Discussion: None.

All Ayes 7-0

**Discussion Item #1: Mobile CDL**

Lori announced that she will be meeting with Gary Munce, the Chair of the Community Outreach Committee, to begin coordination on the next steps toward Mobile CDL. She hopes to have an RFP for Gary to look over and to share at the next meeting.

**Discussion Item #2: Policy Updates -- 310 Request for Reconsideration & 320 Materials Selection**

Lori gave the background of the policies and a lengthy discussion ensued, in which the Trustees went carefully over the content of both policies. Several word changes were recommended.

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

All Ayes 7-0

**Action Item #4: Policy Updates -- 310 Request for Reconsideration & 320 Materials Selection**

MOTION made by S. Lackey, SECONDED by A. Merkel to approve the updates to Policy 310 Request for Reconsideration and Policy 320 Materials Selection. Discussion: The Board asked that the approved versions of these policies be included in the February packet, so that they can view them without the mark-ups.

All Ayes 7-0

**Committee Reports**

**Policy Committee –**

**Finance Committee** – Susan reiterated that her committee is meeting with Kerry on February 1, and that if any Trustees want to give input on what needs to be present in the Financial Reports charts, then she needs to hear from them before the meeting.

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:**

Patricia asked about reporting board information back to the townships and several Trustees shared how they did so.

**Adjournment:**

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 8:19 p.m.

All Ayes 7-0

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Anne Merkel, Board Secretary

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Date