

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

Tuesday, April 19, 2022 6:45pm
Meeting Location: McKune Room

Trustees in Attendance: TJ Helfferich, J. Carr, S. Lackey, G. Munce & C. Taylor.

Absent: A. Merkel & P. Garcia.

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 6:46 p.m.

Agenda Review, Additions, and Approval

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

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 March 15, 2022 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept the General Fund Operational Checks for March, 2022. Discussion: None

All Ayes: 5-0

MOTION made by C. Taylor, SECONDED by S. Lackey to accept Financial Reports for March, 2022. Discussion: There was an updated Cash Flow Chart, which was distributed at the meeting.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Lori reminded the board that it's National Volunteer Week and thanked the board contributions to the library.
- Asked if a board member would introduce Don Winslow at the Midwest Literary Walk. Charlie volunteered and Lori informed him that Shannon will write the prepared statement.
- Lori was asked to talk about the PLA conference in Portland. A discussion about digital inclusion followed.

Friends Report:

- Lori thanked the Friends and raved about how wonderful the Staff Appreciation Luncheon was.
- Jan shared that the April book sale netted over \$800 and that the Friends Board has approved the purchase of a computer cart for the book sales.
- June 2, the first evening of Sounds & Sights, will be the jewelry and purse sale on the library lawn.

The Trustee enrichment video was about board ethics and morality. Afterwards, several trustees asked that an Ethics Statement for trustees to sign be prepared for the next meeting. A discussion about board emails also ensued.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by J. Carr to approve the library's March donations. Discussion: None.

All Ayes 5-0

Action Item #2: Kapnick Insurance Flex Benefit Plan Adoption

MOTION made by S. Lackey, SECONDED by J. Carr to adopt the changes to the Chelsea District Library Flexible Benefit Plan with Health Savings Account (the "Plan"). Discussion: Linda explained what this is and why it requires board approval; that periodically we need to formally update what our benefit package entails.

All Ayes 5-0

Discussion Item #1: Mobile CDL

Gary explained the evaluation process that the Community Outreach Committee used in grading the two RFP proposals the library received for a bookmobile, noting that it was an extensive review. He noted that there are various add-ons, so he wants to establish a not-to-exceed level of spending, along with board permission to enter into negotiation with the recommended vendor, which is TOSV. Gary further explained why this vendor was chosen over the other bidder.

MOTION made by J. Carr, SECONDED by S. Lackey to move Discussion Item #1 to Action Item #3, to accept the recommendation of the Community Outreach Committee and allow them to enter into contract negotiations with TOSV for a bookmobile, not to exceed the amount of \$250,000. Discussion: None.

All Ayes 5-0

Action Item #3: Mobile CDL/TOSV Proposal

MOTION made by S. Lackey, SECONDED by J. Carr to accept the TOSV proposal for a bookmobile and authorize the Community Outreach Committee to enter into contract negotiations with the vendor, with the amount not to exceed \$250,000. Discussion: Jan voiced that she would like to see regular updates from the company.

Roll-Call Vote: TJ—Aye, Gary—Aye, Charlie—Aye, Susan—Aye, and Jan—Aye.

All Ayes 5-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

Adjournment:

MOTION made by S. Lackey, SECONDED by C. Taylor to adjourn the meeting at 8:29 p.m.

All Ayes 5-0

Anne Merkel, Board Secretary

Date