

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

Tuesday, June 21, 2022 6:45pm  
Meeting Location: McKune Room

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

**Absent:** A. Merkel & C. Taylor.

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

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

All Ayes: 5-0

**Presentation: 2021 Audit by Christina LaVielle from Yeo & Yeo, P.C.**

Christina noted that Alan had presented this same material to the Finance Committee.

- Went over the opinion, which was unmodified, the highest level of assurance.
- Balance sheet is healthy; nothing fluctuated much from the previous year.
- Revenue increased, due to property values.
- Went over Governance Letter.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Munce, SECONDED by P. Garcia to approve the minutes of the May 17, 2022 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by G. Munce, SECONDED by S. Lackey to accept the General Fund Operational Checks for May, 2022. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept Financial Reports for May, 2022. Discussion: None

All Ayes: 5-0

**Director's Report Update:**

L. Coryell update:

- Lori noted the information shared in her board report and answered a question from a previous meeting that yes, the library's checking accounts are interest generating.

Friends Report:

- Committed to a \$1,000 matching donation for Mobile CDL.
- Jewelry sales went very well, as did the June book sale.

Other Reports Notes: TJ and Gary asked about sustainable options for CDL and a brief discussion ensued. Lori said that she would include a list of sustainability initiatives at CDL.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by G. Munce, SECONDED by S. Lackey to approve the library's May donations. Discussion: None.

All Ayes 5-0

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

MOTION made by S. Lackey, SECONDED by P. Garcia to move the requested funds within the 2022 budget to cover the Metasys upgrade and Mobile CDL shirts. Discussion: None.

All Ayes 5-0

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

Lori shared that we received the T-Mobile grant and that a soft-fundraising letter has been crafted and further outreach is planned for July. She also shared good feedback was received during the SRP, in terms of where Mobile CDL should go. She is also going to ask the townships to put the Mobile CDL website link on their webpages.

### **Discussion Item #2: Salary Survey Recommendation on Ranges**

The survey recommended that the library move the salary ranges annually to keep up with costs of living. The library would like to ask the board to move the range 3% for 2022 and 6% for 2023 and to allow the library to continue to move the ranges using COLA going forward. This will allow the library to stay closer to real-time ranges and will require less catch-up after the next salary survey. Lori emphasized that the range movement will not necessarily coincide with employee raises, but that it's important for the ranges to move with COLA. This item will move to Action next month.

### **Discussion Item #3: 2021 Audit Approval**

Susan talked about some of the checks and balances that the auditor recommended at the Finance Committee meeting. Consensus amongst the library and the board was that the audit went very well and that the new firm had done a great job. Lori asked that the audit move for approval immediately, so that she could include it with her Qualifying Statement with the State by the end of the month.

MOTION made by S. Lackey, SECONDED by G. Munce to move Discussion Item #3 to Action Item #3, to approve the 2021 audit. Discussion: None.

All Ayes 5-0

### **Action Item #3: 2021 Audit Approval**

MOTION made by S. Lackey, SECONDED by G. Munce to approve the 2021 audit as presented. Discussion: None.

All Ayes 5-0

### **Committee Reports**

**Policy Committee** – Will be meeting soon and hopes to have policies ready for board in July.

**Finance Committee** –

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** None

**Other Items:** Lori announced that Shannon will present on the 1<sup>st</sup> Amendment at the July meeting. Linda spoke about several big repairs, specifically the boilers, that are up for maintenance/replacing. Jan suggested that an article be ready for the Mobile CDL vehicle launch.

**Adjournment:**

MOTION made by G. Munce, SECONDED by J. Carr to adjourn the meeting at 8:09 p.m.

All Ayes 5-0

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Anne Merkel, Board Secretary

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Date