

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

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

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

Absent: None

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

Guests: Alan Panter

Welcome and Call to Order

TJ Helfferich called the meeting to order at 8:45 a.m.

Agenda Review, Additions, and Approval

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the agenda, as presented. Discussion: None

All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by P. Garcia to approve the minutes of the October 18, 2022 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by S. Lackey to accept the General Fund Operational Checks for October, 2022. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept Financial Reports for October, 2022. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Lori passed out a mock book challenge that the librarians worked on.
- Noted that Friday is the Staff In-Service day and the library will be closed.
- Linda shared that the giant Sugar Maple in the front lawn needs to come down and she has been talking with tree experts and getting quotes from removal services. Several trustees asked about how the larger parts would be disposed of and if they could be used for anything.

(A. Merkel arrived at this point)

- The Community Quilt dedication unveiling is set for Saturday at 1 p.m.

Friends Report:

- Bill Personke has been selected as the Friend of the Year.
- Ornaments made in the Ingenuity Engine will be sold again this holiday season and they look terrific.

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 October donations and changes to the 2022 budget. Discussion: None

All Ayes 7-0

Action Item #2: 2022 Budget Change

MOTION made by J. Carr, SECONDED by S. Lackey to officially add the money that was authorized for the bookmobile to the 2022 budget. Discussion: None

All Ayes 7-0

Discussion Item #1: Mobile CDL

Lori shared that things are moving quicker than anticipated and the bookmobile may be arriving earlier than planned, but will still be rolled out in spring/summer. The Community Outreach Committee is meeting December 10 to discuss the roll out.

Discussion Item #2: 2023 Calendar of Library Operations and Holidays

Election Day will not be a library holiday in 2023, as it is not a major election year, however, adding Juneteenth was proposed.

Discussion Item #3: 2023 Library Board Calendar

November 21 and December 19 are close to holidays and may need to be moved up a week, as the board did for this year's December meeting. Also, to accommodate board availability, the board asked that the meetings be moved to Thursday for the first four months of the year.

Discussion Item #4: Director Evaluation

Charlie asked that all director evaluation forms be returned before Thanksgiving, in order to give the committee time to prepare their recommendation for the December meeting.

Discussion Item #5: Capital Improvement Fund Commitment

This is a bookkeeping practice initiated by Mary Budzinski to maintain 100K going into each new budget/year. Linda was asked how much was spent this year; her reply was that 64K was budgeted for, but the actual will likely be 48K.

Discussion Item #6: At-Large Board Appointee

Lori shared that Jan has been approved to become the new city representative and that a new prospective Dexter Township trustee has been recommended and is pending township approval, too. We are still actively looking for the board's second at-large appointee to fill the final year of a four-year-term. It was also mentioned that the at-large position will need to be from a township, as the city has the other at-large representative. TJ reported that she has received two applications thus far.

Discussion Item #7: Board Officer and Committee Recommendations

Jan, as chair of the Nominating Committee, broke down the recommendations for 2023 officers and committee makeup.

Discussion Item #8: Budget Carryover Projections—2022 to 2023

The library shared proposed carryovers from the current budget to next year's budget and Linda fielded several questions.

Committee Reports

Policy Committee –

Finance Committee – Susan shared that the Finance Committee met right before the regular board meeting and that it was a very good meeting.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: TJ asked that Charlie and Anne give exit interviews before leaving the board and provide written statements about their thoughts and takeaways from their time serving on the board.

Adjournment:

MOTION made by J. Carr, SECONDED by C. Taylor to adjourn the meeting at 9:47 a.m.

All Ayes, 7-0

Anne Merkel, Board Secretary

Date