

Chelsea District Library Board of Trustees
Minutes of Regular Meeting

Tuesday, December 13, 2022 6:45pm
Meeting Location: McKune Room

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

Absent: G. Munce & P. Garcia

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

Guests: Bob Swistock & Wendy Reinhardt

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 presented. Discussion: None

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the minutes of the November 15, 2022 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by S. Lackey, SECONDED by C. Taylor to accept the General Fund Operational Checks for November, 2022. Discussion: Included the checks in categories and also numbered, as auditor Alan Panter recommended. In the future, the board decided to have them in the numbered form in the packet and have the category form emailed.

All Ayes: 5-0

MOTION made by J. Carr, SECONDED by A. Merkel to accept Financial Reports for November, 2022. Discussion: Kerry spoke about the Cash Flow Chart and the line number changes.

All Ayes: 5-0

Director's Report Update:

L. Coryell update:

- Lori shared that the library will be conducting 2 librarian interviews tomorrow for the opening Youth Librarian position.
- The Ypsilanti Library and Addison Library were both targeted by 1st Amendment auditors, so library staff should be vigilante and review protocol.
- The library has a light pole design up, courtesy of Marilyn Kuehl.
- Jan was approved by the City to finish the appointment ending in 2023, while Susan was reappointed by Sylvan Township to a new term, through 2026. Meanwhile, Dexter Township is set to appoint their new library trustee at their December meeting and the board has the At-Large opening on the docket for later tonight, so the January meeting should have a full 7 trustees.

Friends Report:

- Have already sold over 40 ornaments.
- The Friends are reviewing the 2023 wish list.
- Virginia created a poster that will accompany Friends-sponsored events that will hopefully help with fundraising.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by C. Taylor, SECONDED by S. Lackey to approve the library's November donations and changes to the 2022 budget. Discussion: None

All Ayes 5-0

Action Item #2: Policies

MOTION made by S. Lackey, SECONDED by A. Merkel to approve 102 Benefits (Staff Manual), 171 Electronic Communications, and 566 Electronic Transactions of Public Funds. Discussion: These were policies that were originally discussed in August and sent back to committee for changes.

All Ayes 5-0

Action Item #3: 2023 Calendar of Operations and Holiday

MOTION made by J. Carr, SECONDED by C. Taylor to approve the 2023 Library Calendar of Operations and Holidays, as presented. Discussion: None

All Ayes 5-0

Action Item #4: 2023 Board Calendar

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the library's 2023 Board Calendar. Discussion: None

All Ayes 4-0
(Anne stepped out)

Action Item #5: Capital Improvement Fund Commitment

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the library's commitment to maintaining \$100,000.00 to the Capital Improvement Fund. Discussion: None

All Ayes 5-0

Action Item #6: 2023 Board Officers

MOTION made by A. Merkel, SECONDED by J. Carr to approve the Nominating Committee's recommendations for 2023 Board Officers. Discussion: None

All Ayes 5-0

Action Item #7: 2022 to 2023 Budget Carryovers

MOTION made by J. Carr, SECONDED by S. Lackey to approve the library's proposed carryovers from the 2022 budget to the 2023 budget. Discussion: None

All Ayes 5-0

MOTION made by J. Carr, SECONDED by C. Taylor to move into Closed Session. Discussion: A. Merkel recorded a roll call vote.

Roll Call Vote: TJ Helfferich, Aye; J. Carr, Aye; C. Taylor, Aye; S. Lackey, Aye; A. Merkel, Aye.

Back from Closed Session.

Action Item #8: Director's Evaluation

MOTION made by C. Taylor, SECONDED by A. Merkel to approve the Personnel Committee's Director's Annual Review recommendations. Discussion: None

All Ayes 5-0

Discussion Item #1: Mobile CDL

Lori reported that there was a December 5 meeting with the Community Outreach Committee and Gary Zenz, in which a mission statement for Mobile CDL was reviewed, suggestions were made for proposed stops, and it was decided ribbon-cutting ceremonies would be held in spring/summer in each of the municipalities. It is looking like an early delivery for the vehicle, which will allow staff to be trained and become familiar with the vehicle.

Discussion Item #2: Resolution to Adopt Cost Model as Set Forth in the Publicly Funded Health Insurance Contribution Act

This Act comes from PA 152 of 2011 and was designed to lessen the burden of employee healthcare costs on public employees. Public employers must comply annually in one of four ways and CDL's choice is to apply the Hard Cap model. Linda explained that the library will not come close to the cap, so this is really just a formality. The library is required to adopt a resolution stating how it will comply for 2023.

MOTION made by C. Taylor, SECONDED by A. Merkel to move Discussion Item #2 to Action Item #9. Discussion: None

Ayes 4, Nays 1

Action Item #9: Resolution to Adopt Cost Model as Set Forth in the Publicly Funded Health Insurance Contribution Act

MOTION made by A. Merkel, SECONDED by C. Taylor to adopt a resolution to stay in compliance of PA 152 of 2011 for 2023. Discussion: Jan argued that because this affects 2023, the board should not pass it until the new 2023 board members are seated.

All Nays 0-5

MOTION made by S. Lackey, SECONDED by J. Carr to bring this item back as Action in January. Discussion: Because it was voted down and is a mandatory state resolution, Susan wanted to make sure that it was brought back on the January agenda.

All Ayes 5-0

Discussion Item #3: 2023 At-Large Board Appointee

TJ shared that there were three applicants for the position and that all three were extremely good, qualified candidates, which bodes well for CDL's future. After reviewing the candidates, the Nominating Committee's recommendation was for Wendy Reinhardt.

MOTION made by S. Lackey, SECONDED by C. Taylor to move Discussion Item #3 to Action Item #10. Discussion: None

All Ayes 5-0

Action Item #10: At-Large Board Appointee

MOTION made by S. Lackey, SECONDED by C. Taylor to follow the Nominating Committee's recommendation and appoint Wendy Reinhardt as an At-Large Trustee for the duration of the open term that runs through 2023. Discussion: None

All Ayes 5-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items: Wendy Reinhardt, who sat through the entire meeting (other than the Closed Session), commented that it is a wonderful board.

Adjournment:

MOTION made by S. Lackey, SECONDED by A. Merkel to adjourn the meeting at 8:24 p.m.

All Ayes, 5-0

Patricia Garcia, Board Secretary

Date