

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

Thursday, March 23, 2023 6:45pm
Meeting Location: McKune Room

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

Absent: W. Reinhardt

Staff: Director L. Coryell & C. Berggren.

Welcome and Call to Order

J. Carr called the meeting to order at 6:45 p.m.

Agenda Review, Additions, and Approval

MOTION made by G. Munce, SECONDED by B. Swistock to approve the agenda, as amended. Discussion: J.Carr asked that Discussion Item #4, 2022/23 Budget Adjustment, be added to the agenda.

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Munce, SECONDED by P. Garcia to approve the minutes of the February 23, 2023 Board Meeting. Discussion: None

All Ayes: 5-0

TJ Helfferich arrived.

MOTION made by B. Swistock, SECONDED by S. Lackey to accept the General Fund Operational Checks for February, 2023. Discussion: None

All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by B. Swistock to accept Financial Reports for February, 2023. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Shared that she and the other managers have already begun the 2024 budget process.
- The 4th Grade Project exhibit wrapped up to rave reviews. The next exhibit is September's 1968 Folsom Redemption—a photography exhibit chronicling Johnny Cash's famous prison concerts. And to piggyback on that, Carlene Carter, Johnny Cash's daughter-in-law, will be the library's Song Fest headliner this fall.
- Authors in Chelsea was once again hugely successful.
- Will be in Ireland for two weeks coming up and the next check run will require an extra Board Officer's signature in her absence.
- G. Munce asked about touching base with the Chelsea Senior Center about mental health and dementia.

Friends Report:

- Met on March 14.
- Will share a table with the library at the April 9 Spring Expo.
- Jan reported that the book sale netted over \$900 for the third month running in 2023.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

MOTION made by G. Munce, SECONDED by B. Swistock to approve the library's February donations and changes to the 2023 budget. Discussion: None

All Ayes 6-0

Discussion Item #1: Mobile CDL

- Materials and equipment are being purchased.
- L. Ballard and K. Ballard are currently in Maryland inspecting and signing off on the vehicle and L. Coryell and C. Berggren will be making the final payment tomorrow.
- The vehicle will be delivered by flatbed truck to avoid putting miles on the odometer.
- The unveiling date will be April 26, which is Bookmobile Day.
- The Summer Newsletter will have the schedule of ribbon cuttings and pop-up visits. L. Coryell showed pictures of the vehicle taken earlier in the day by L. Ballard.

- G. Munce reminded those in attendance that the vehicle must be driven 55 MPH for 15 minutes three times a week and S. Lackey asked about arranging a sneak peek for donors.

Discussion Item #2: Strategic Plan 2024-2028

L. Coryell reported that the library received three RFPs and that each was graded with a rubric, which was created by a committee that included herself, department heads S. Powers, V. Krueger, L. Ballard, and Trustee J. Carr. Of the three, Bridgeport Consulting, who the library has worked with previously, graded significantly higher. L. Coryell asked that the Board approve a Strategic Plan contract with Bridgeport, so the planning and process can begin.

MOTION made by S. Lackey, SECONDED by B. Swistock to move Discussion Item #2: Strategic Plan 2024-2028 to Action Item #2: Strategic Plan 2024-2028. Discussion: None

All Ayes 6-0

Action Item #2: Strategic Plan 2024-2028

MOTION made by S. Lackey, SECONDED by TJ Helfferich to allow the library to enter into contract with Bridgeport Consulting for a 5-year Strategic Plan, ranging from 2024 through 2028. Discussion: None

All Ayes 6-0

Discussion Item #3: Budget Development Calendar

This is an annual item to alert the Board to the important dates surrounding the creation of the next year's budget. There was a brief discussion about which publications to use for the Budget Hearing Notice.

Discussion Item #4: 2022/23 Budget Adjustment

This is an adjustment at the request of the auditors to move the down payment for Mobile CDL from the 2022 Budget Capital Expense line to the 2023 Budget Prepaid Expense line. This change is due to the library not receiving the vehicle in 2022. The bookkeeper suggested that this change be approved as quickly as possible, so that our budget matched the auditors' version when they meet with the Financial Committee.

MOTION made by S. Lackey, SECONDED by B. Swistock to move Discussion Item #4: 2022/23 Budget Adjustment to Action Item #3: Budget Adjustment. Discussion: None

All Ayes 6-0

Action Item #3: 2022/23 Budget Adjustment

MOTION made by S. Lackey, SECONDED by TJ Helfferich to make the auditor requested change to the 2022 and 2023 budgets, concerning the Mobile CDL down payment. Discussion: None

Committee Reports

Policy Committee – Policies are in the process of being reviewed and the committee will meet soon.

Finance Committee – Will be scheduling the pre-board meeting with the auditors.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment:

There was a discussion about the townships that are not part of CDL and whether they should be courted. TJ Helfferich asked exactly what services an out-of-district library card provides.

Other Items: None

Adjournment:

MOTION made by TJ Helfferich, SECONDED by S. Lackey to adjourn the meeting at 7:46 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date