

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

Tuesday, October 17, 2023 6:45 p.m.
Meeting Location: McKune Room

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

Trustees Absent: None

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

Guests: None

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 presented. Discussion: None

All Ayes: 7-0

Presentation: Brand Audit (Virginia Krueger, Head of Marketing)

- Virginia spoke about branding and communication and showed the board our many different areas where branding appears, emphasizing that that alone is a very important part of communication.
- What do library alternatives look like? Virginia showed how we compare to other meeting spots, activities, and libraries.
- Recommendations:
 - Logo Refresh
 - Website Overhaul
 - Improve Online Reviews
 - Update Signage
- While Virginia thinks overall we are doing a terrific job, based on surveys and feedback, she identified these 4 areas to work on improving. The logo refresh will occur before the end of the year, while the other changes will occur more gradually. She hopes to have the website overhaul completed by the end of 2024.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by W. Reinhardt, SECONDED by S. Lackey to approve the meeting minutes of the September 19, 2023 Board Meeting. Discussion: None

All Ayes: 7-0

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

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by W. Reinhardt to accept Financial Reports for September, 2023. Discussion: None

All Ayes: 7-0

Director's Report Update:

L. Coryell update:

- The Strategic Plan is scheduled for Friday's All-Staff Meeting and Brittany from Bridgeport Consulting will be talking to employees about the next steps.
- There is a Rotary-sponsored movie event on November 9 at the high school that Lori recommended trustees to check out. It's a documentary about overcoming addiction.

Friends Report:

- This is National Friends of the Library Week.
- The additional \$2K that the Friends have raised this year for the library has been earmarked for operating and programming.
- The membership drive resulted in 5 new Friends.
- The annual Friends Meeting is scheduled for Jan. 27 in the McKune room.

Other Reports Notes: None

Public Comment: None

Action Item #1: Donations

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

All Ayes 7-0

Action Item #2: Consent Agenda

MOTION made by S. Lackey, SECONDED by W. Reinhardt to approve the Consent Agenda. Discussion: A lengthy discussion about wording and procedure followed without a clear consensus.

A second MOTION by S. Lackey, SECONDED by TJ Helfferich was eventually made to table this Action Item until November to allow more time for thought.

All Ayes 7-0

Discussion Item #1: Employee Handbook Policy 108: PTO

Linda gave a rundown of the policy, it's history, and the necessity to make the proposed changes. Linda then asked that the Board move this to Action.

MOTION made by B. Swistock, SECONDED by W. Reinhardt to move Discussion Item #1 to Action Item #3.

All Ayes 7-0

Action Item #3: Employee Handbook Policy 108: PTO

MOTION made by W. Reinhardt, SECONDED by P. Garcia to approve the proposed change to Policy 108 in the Employee Handbook. Discussion: None

All Ayes 7-0

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee – TJ Helfferich announced that pre-thought on the Director Evaluation form has begun.

Nominating Committee – G. Munce relayed that the Nominating Committee will have its recommendations for the November meeting, but that it was contingent upon the makeup of the Board in 2024.

Community Outreach Committee –

Public and Board Comment: None

Other Items: G. Munce brought up the fact that the Song Fest headliner, Charlene Carter, is in the process of having an autobiography written, with the help of a local author.

Adjournment:

MOTION made by G. Munce, SECONDED by B. Swistock to adjourn the meeting at 8:14 p.m.

All Ayes, 7-0

Patricia Garcia, Board Secretary

Date