

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

Tuesday, June 18, 2024 9:00 a.m.
Meeting Location: McKune Room

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

Trustees Absent: S. Lackey

Staff: Director L. Coryell, Asst. Director L. Ballard, S. Power, K. Ballard, & C. Berggren.

Guests: None

Welcome and Call to Order

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

Consent Agenda

MOTION made by G. Munce, SECONDED by B. Swistock to approve the Consent Agenda with the May minutes and financials. Discussion: None

All Ayes: 6-0

Agenda Review, Additions, and Approval

MOTION made by B. Swistock, SECONDED by TJ Helfferich to approve the agenda, as amended. Discussion: Added Action Item #2 2023 Audit Approval.

All Ayes: 6-0

Presentation: Shannon Powers on Collection Development

- Step 1 starts with the librarians: All our librarians have Masters Degrees, which include training in collection development. Collection development is also a key factor in our hiring process at CDL. The librarians do the day to day ordering and it's a real asset to have knowledgeable, trustworthy librarians.
- Went over Material Selection Policy.
- Review Sources: Professional journals, popular resources, user reviews, vendor lists, statistics (our monthly reports), and community input (requests).
- Went over how CDL builds collections and how we handle requests for reconsideration.
- G. Munce asked about the process of removing books from the collection.

Director's Report Update:

L. Coryell update:

- Music in the Air was hugely successful, especially with our senior population visits.
- Looking at where to take Mobee this fall.

Friends Report Update:

- Received a huge donation.
- Jewelry and purse sale pushed back a week due to heatwave.

Public Comment: None

Action Item #1: Policy Update for Request for Reconsideration of Library Materials or Programs

MOTION made by W. Reinhardt, SECONDED by B. Swistock to approve the changes to Policy 310. Discussion: Selected to approve version 2, with the extra sentence.

All Ayes 6-0

Action Item #2: Audit Approval – 2023

MOTION made by B. Swistock, SECONDED by G. Munce to approve the Yeo & Yeo Audit for 2023. Discussion: None

All Ayes 6-0

Discussion Item #1: Agenda Public Participation Guidelines

This is an amendment to the guidelines that appear on the back of the Agenda each month and were suggested by a special committee of J. Carr, G. Munce, and S. Lackey.

Discussion Item #2: Agenda Bylaws

Several years ago the Board asked to no longer include the Communications section in the monthly board packet, in a desire to steam line the packet and save paper, however, Communications is still listed in the bylaws, so either should be removed from the bylaws or returned to the monthly packet. Traditionally, this section has included minutes from other meetings around Chelsea, as well as correspondence to the Board. J. Carr suggested changing Communications from its historical context to instead involve communications between trustees.

Committee Reports

Policy Committee –

Finance Committee – B. Swistock reported that the committee met to go over the 2025 budget with L. Coryell and L. Ballard.

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment: None

Other Items:

- TJ Helfferich reported that the online library card renewal process is quite a bit more complicated than renewing in person and questioned why middle name was a mandatory category.
- P. Garcia read a message from Duane, the Lima Township Supervisor, about how much his son liked using the bookmobile to get books for his grandson.

Adjournment:

MOTION made by B. Swistock, SECONDED by W. Reinhardt to adjourn the meeting at 8:18 p.m.

All Ayes, 6-0

Patricia Garcia, Board Secretary

Date