

## Friends of the Chelsea District Library

### Board Meeting Minutes: July 19, 2017

- I. The meeting was called to order at 6:34 pm.
- II. **Roll call:** Gary Zenz, Sue Skiendziel, Michele Mullens, Nancy Neff, Jan Carr, Lori Coryell, Jennifer Kundak, Mary Tomac, Jean Vargas
- III. **Public Comment:** there was none.
- IV. **Acceptance of the agenda:** There were no additions to the agenda, and it was accepted.
- V. **Approval of minutes:**
  - a. The Minutes of the May Board meeting were accepted with a spelling correction.
  - b. The Minutes of the June Membership-at-large meeting were accepted.
- VI. **Director's Report:** Lori Coryell presented the report, and it is attached.
- VII. **Chair Reports:**
  - a. Nancy Neff, Treasurer, discussed the financial reports. There was discussion about a table for the Reading Garden that will be purchased in memory of Stan Staffield. Donations have been made to the Friends in his memory. A motion was made that \$723.64 go to the library to purchase the table in his memory. The motion was seconded and passed. Memorial donations will be noted by the Friends President in the library's quarterly newsletter.
  - b. Michele Mullens, Hospitality: The October Tea will be the week of October 15<sup>th</sup>, tentatively Wednesday October 18 at 3:30.
  - c. Jan Carr, Book Sale Chair: Dan Kaminski will be filling in for Jan in September and in the future, as needed.
- VIII. **Old Business**
  - a. There was discussion about the status of the 2017 library Wish List.
  - b. The Secretary of the Friends Board will write "Thank You" notes to those who send memorial donations.
  - c. Gary Zenz will highlight these topics in the library's quarterly newsletter: the membership drive, Friends of the Library Month, and the drawing for a Kindle Reader among new Friends members.
- IX. **New Business**
  - a. Jennifer Kundak shared information about upcoming Friends of Michigan Libraries (FOML) workshops and programs. Information is available at FOML.org
  - b. Sue Skiendziel asked that it be consistent on who is on the email threads regarding board business.
  - c. Once Board minutes are approved with any corrections made, they will be sent to the Board president.

The next meeting will be August 16 at 6:30 pm

**The meeting was adjourned at 7:40pm**

*Minutes submitted by Sue Skiendziel, Secretary.*

## Director's Report to the Friends

July 19, 2017

The draft budget for 2018 is in the hands of the board. The budget hearing is set for the next board meeting on August 15 th .

At last night's meeting, the board approved the closure of the Library on Friday, November 3 rd for the annual staff in-service and training day.

We will be migrating our analog phone system to VOIP (Voice Over Internet Protocol) in August, This new system is more cost-effective and flexible. The general phone number will stay the same as will staff extensions.

On June 1 st , CDL transitioned to a restructured management team. The Head of Youth & Teen Services was combined with the Head of Adult Services, creating a single Head of Information Services – Keegan Sulecki. Effective June 1 st , all librarians began reporting to Keegan. By all accounts the transition is going smoothly, and I am impressed with the energy and creativity resulting from this change. At the beginning of August, we will begin construction on the wall upstairs that will provide larger office space to accommodate the entire Information Services team.

Strategic Plan Goal Progress from May and June 2017:

Goal 1.1 Realize the Highest Potential of the Library Facility

- ☑ Music in the Air outdoor concert in Reading Garden.
- ☑ Fairy Garden installed with grant from Chelsea Area Garden Club.
- ☑ Fairy Garden unveiled to public with ribbon cutting and storytime.
- ☑ Procured 16 two-sided walnut easels to tastefully maximize display space for exhibits .

Goal 1.2 Continue to Diversify the Library's Revenue Sources

- ☑ Secured private donor funding for Music in the Air 2018.
- ☑ Purchased access to GrantStation for staff use to explore grant opportunities.

Goal 1.3 Advocate for High Speed Internet

- ☑ Library Director Lori Coryell and Network Administrator Melanie Bell to attended Lyndon Township broadband meeting in June to discuss CDL's efforts to increase broadband accessibility and support other efforts in the community with this same goal.

Goal 2.1 Increase Awareness/Visibility of the Library

- ☑ First Library/Trustee Awareness party held on June 2 nd at Feeney home to promote cultural programming. 31 attendees.

☑ Head of Circulation Terri Lancaster met with Sylvan, Lyndon, and Dexter Township Supervisors and Clerks to discuss ways to increase Library visibility and participation in the township.

☑ The new mission statement and branding palette roll-out campaign highlighting Engage, Inspire, Equip rolls out. Staff wearing new nametags, building and avenue banners installed, and email signatures implemented. New business cards delivered for staff and board.

☑ Strategic Plan Progress Page added to website.

#### Goal 2.2 Conduct Rural Outreach and Engagement

☑ See Goal 1.3 progress above

☑ See Goal 2.1 progress above

#### Goal 3.2 Provide Leadership Around Diversity, Equity, and Inclusion

☑ Signage designating gender neutral restroom created and installed.

☑ Freedom to Marry documentary screened in recognition of Pride Month.

☑ Interactive “What Are You Proud of?” display created on second floor.