

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

April 16, 2020

Minutes of a regular meeting of the Board of Trustees of the Charlotte Community Library, County of Eaton, State of Michigan, held as a teleconference on **April 16, 2020** at 7:00 p.m.

Present: Jo Jones, Keith Tirrell, Gloria Wilson, Dale Dodds, Mary Sloan , Bob Monschein & Eunice Borrelli

Absent:

Also, Present: David Votta, Library Director

President Sloan called the meeting to order at 7:00 p.m.

**Approval of Agenda:**

Member Wilson made a motion to approve the agenda, second by member Dodds. Motion passed

**Approval of Minutes:**

Member Dodds made the motion to approve the minutes of February 20, 2020, second by member Tirrell. Motion passed.

**Public Comments:**

Staff member Janet Chauvin express her appreciation on how Director Votta is handling the COVID-19 pandemic for staff & the public. Deanna Boston also expressed the same feelings.

**Financial Report:**

Member Jones presented to the board an estimate of our financial figures until we receive our millage monies In January & February. A question was asked by member Borrelli, "why do we have to pay a penalty if we cash in our CD's early?", member Jones explained the amount would only be the interest we would have received, this scenario would only happen in extreme circumstances. Member Monschein asked, "how are we going to do a budget if we are still at the same confinement status?". Director Votta explained he is looking into other options for us. One being Zoom. Member Tirrell asked the Director if he felt we should capture some of the funds that are being offered to libraries. Director Votta felt our financial funds are in good shape, other libraries are not as fortunate as we are. Director Votta does not want to take away funds available to libraries that need it.

Member Wilson made the motion to approve the financial report and pay the bills, second by member Borrelli. Motion passed.

**Director Report:**

As printed, Director Votta stated there has been an increase in sign up ( temporary) library cards, opened hoopla and Overdrive/Libby to contract areas., revamped website with new navigation on home page are a few of the areas he stated at the meeting. Starting this Saturday our WII-FI will be available 7 days a week. Sitting in your car in the parking lot will give the community access to the internet.

**Old Business:**

- Michigan Room update: Director Votta will be meeting with the electrician on Monday to confirm update on work.

**New Business:**

- COVID-19 response: Every Friday Director Votta is attending meetings (virtual) with other libraries which is being put on by the Michigan State Library Association giving updates on what is happening with libraries around the state. Member Borrelli asked what our procedures are when books are returned. Director Votta explained staff member wears gloves when handling books, after being checked in the books are placed on the tables in the Michigan Room & will be shelved later.
- Foster & Swift billing rate: Director Votta informed the board our attorneys have increased the hourly rate from \$200.00 to \$210.00 .
- Approved Vendor Update: The new authorized vendor is PotterVilla. A motion to approve Pottervilla was made by member Borrelli, second by member Jones. Roll Call was taken, Member Dodds yes, Member Jones yes, Member Tirrell yes, Member Monschein yes, Member Borrelli yes, Member Wilson, yes Member Sloan yes. 7 Yes, 0 No, motion passed
- Spartan Room HVAC: Director Votta explained this is our oldest HVAC & needs to be replaced. An estimate of \$13,900 was presented by Stahl & Sons. The warranty on the unit is 1 year on parts & 5 years on the compressor, member Dodds would like the director to investigate including labor on the warranty of this unit. Member Wilson made the motion to approve replacing the HVCA unit above the Spartan room, second by Member Dodds. Roll call was taken, Member Dodds yes, Member Tirrell yes, Member Monschein yes, Member Borrelli yes, Member Wilson yes, Member Jones yes, Member Sloan yes, 7 yes 0 no. Motion passed.

Meeting adjourned at 7:54 p.m.

Gloria Wilson