

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

May 21, 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 Zoom Meeting on **May 21, 2020** at 7:00 p.m.

Present: Jo Jones, Keith Tirrell, Gloria Wilson, Mary Sloan & Eunice Borrelli

Absent: Dale Dodds & Robert Monschein

Also, Present: David Votta, Library Director

President Sloan called the meeting to order at 7:05 p.m.

Amended Rules: Director Votta explained because of the Executive Orders (COVID-19) our meeting is being held as a Zoom meeting providing a format to conduct a formal meeting.

Approval of Agenda:

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

Approval of Minutes:

Member Borrelli corrected two items on the minutes; under Financial Report it should have read **do** instead of **why** we have to pay a penalty if we cash in our CD's early. Under Director Report; misspelled **WI-FI**. Member Tirrell made the motion to approve the minutes as corrected of April 16, 2020, second by member Jones. Motion passed.

Public Comments: No one in attendance

Financial Report:

Member Jones sent each member by email an explanation of our finances; if there is a delay in state aid, penal fines and additional property taxes Charlotte Community Library will still be able to meet its obligations. Member Wilson asked if the Subway amount on the financial sheet are the same as the one submitted by Marlana. Director Votta will investigate this transaction.

Member Wilson made the motion to approve the financial report pay the bills plus an additional one to Donyaellie Wheaton for \$125.00, second by member Borrelli. Roll Call was taken, Member Tirrell yes, Member Wilson yes, Member Borrelli yes, Member Jones yes & Member Sloan yes. Motion passed

Director Report:

As printed, Director Votta along with Marlana & Ann are working on a plan to phase in services to the public when we receive confirmation from the governor. The staff have removed all seating areas to the Spartan room, reduced computers down to 4 available to the public 6 ft apart and not facing each other, looking into curb side service, schedule staff gradually half in AM half to PM, getting bids on plexiglass around the circulation desk & where patrons drop off items are a few areas staff are working on. Director Votta will be sending members a copy of the phase plan.

Old Business:

- Michigan Room update: Director Votta reported the mini split has been delayed as the electrician was sick. Director Votta is setting up a time for the electrician to complete the job
- Spartan Room HVAC: has been installed and operating

New Business:

- Proposed Fiscal Year 2020-2021 Budget: Financial Director Arras sent board members copies of the 2020-2021 budget which will be voted on at our June Board Meeting.
- Resolution Calling Public Hearing Regarding Annual Budget of the Charlotte Community Library: Resolution 20-1 was presented at the May 21st Board Meeting. The resolution was offered by Member Jones and supported by member Borrelli. Roll Call was taken: Member Tirrell yes, Member Jones yes, Member Borrelli yes, Member Wilson yes, Member Sloan yes. Resolution 20-1 was passed. Signed documents will sent via fax to the library.
- COVID-19 response: Director Votta covered this in his director's report.
- Reopening Plan: Director Votta explained the procedures during his director's report

Meeting adjourned at 7:54 p.m.

Gloria Wilson