

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

June 18, 2020

Minutes of a regular meeting of the Board of Trustees of the Charlotte Community Library, County of Eaton, State of Michigan held in the Library on **June 18, 2020** at 7:00 p.m.

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

Absent: Dale Dodds

Also, Present: David Votta, Library Director

President Sloan called the meeting to order at 7:02 p.m.

**Amended Rules:** Director Votta explained we do not need to amend the rules as our meeting is being held at the Library.

**Approval of Agenda:** Member Jones made a motion to approve the agenda with the addition under New Business; Personnel Committee, second by member Monschein. Motion passed

**Approval of Minutes:**

Member Jones made the motion to approve the minutes of May 21, 2020, second by member Tirrell. 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 Borrelli asked if there was a way to break down the cost of Hoopla by each contract area. Director Votta explained we do not at this time have that capability but wants to have conversations with the different contract areas that were given this option during the COVID-19. Member Borrelli asked why video, audio & music CD's tapes have not been purchased this past month. Director Votta explained with the use of hoopla & other programs he felt it was not necessary to purchase. Director Votta gave the staff the OK to start purchasing those items.

Member Wilson made the motion to approve the financial report pay the bills plus an additional one to Potterville for \$365.25 & Swanson Electric for \$217.30, second by member Borrelli. Motion passed

**Director Report:**

As printed, Director Votta updated the board on items the staff are working on. Curbside service has added more work for staff but going well, special programs the staff has shared by videos with patrons, on-line application, summer reading begins on June 15<sup>th</sup> using a service provided by Library of Michigan, Wandoo Reader are just a few areas. Member Borrelli asked if the Library Board should have a policy regarding what is expected of patrons once the library is open to the public, wearing face masks, social distancing, browsing the collection. We can encourage patrons to use face masks, what to do if they do not? Director Votta along with staff will be working on a letter or statement on "Welcoming Back" patrons when the protective barriers have been put in place. Director Votta is pursuing through the LSTA (Library Services and Technology Act) for reimbursement to provide PPE through the CARES Act, if approved each library's amount is capped at \$500. Another component of the CARES Act grants is to assist libraries with expansion of digital access. It can provide purchase of devices including hot spots, Director Votta will also pursue these monies. When doors do open, we can only have 25% capacity which amounts to 20 people in the main part of the library. The Michigan Room & Spartan Room will be closed to the public.

## Old Business:

- **Michigan Room update:** Director Votta reported we are still waiting for the mini split
- **COVID-19 response:** Director Votta covered this in his director's report.

## New Business:

- **2019/2020 Amended Budget:** A motion was made to approve the 2019/2020 Budget by Member Monschein, seconded by Member Jones, Roll call was taken: Member Monschein yes, Member Borrelli yes, Member Tirrell yes, Member Wilson yes, Member Jones yes & Member Sloan yes. Motion passed
- **Remaining funds from Maintenance Building Equipment:** The board has allotted \$85,000 to account #75800 to be used to repair the parking lot.
- **Personnel Committee:** Member Wilson explained when we hired the new director, we were going to evaluate the director at 6 months. With everything happening with COVID 19 it was decided to wait for the year anniversary. We will have forms ready at the October meeting for evaluation of Director Votta.
- **2020/2021 Budget Hearing and Adoption of Budget.** President Sloan recessed regular meeting & opened budget hearing at 8:20 p.m. Closed the budget meeting at 8:32 p.m. & opened regular meeting at 8:33 p.m. Member Borrelli made a motion to pass the 2020/2021 Budget, seconded by Member Jones. Roll call was taken; Member Monschein yes, Member Borrelli yes, Member Tirrell yes, Member Wilson yes, Member Jones yes, & Member Sloan yes. Motion passed.
- **Resolution Certifying Tax Levies for Operation & Debt Millage:** Member Tirrell made the motion to levy a tax of 1.4, which results in 1.3951 (after Headlee Rollback) mill for the 2020-2021 and shall be levied in the City of Charlotte, the Township of Carmel and the Township of Eaton for fiscal year 2020-2021 for the purpose of providing library funds for the operation of the Library, seconded by Member Wilson. Roll Call taken; Member Monschein yes, Member Borrelli yes, Member Tirrell yes, Member Wilson yes, Member Jones yes & Member Sloan yes. Motion passed.

Meeting adjourned at 8:37 p.m.

Gloria Wilson