

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

August 20, 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 **August 20, 2020** at 7:00 p.m.

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

Absent: Jo Jones

Also, Present: David Votta, Library Director

President Borrelli called the meeting to order at 7:01 p.m.

Amended Rules: Director Votta explained the amended rules apply if we have guests who want to join our meeting

Approval of Agenda: Member Monschein made a motion to approve the agenda, second by member Tirrell. Motion passed

Approval of Minutes: Member Dodds made a motion to approve the minutes of July 16, 2020, seconded by member Sloan. Motion passed

Public Comments: No one in attendance

Financial Report:

Member Jones sent each member by email an explanation of our finances; we have enough in our reserves to meet our obligations until the next influx of funds. Financial Director Marlena Arras wanted the board to realize the penal fines on the financial statement is last year's amount. Member Borrelli asked under account 65800 who gave the library \$1,026.72, Director Votta explained it was anonymous. Member Wilson made the motion to approve the financial report, pay the bills plus additional ones to Detroit News \$384.04 and Stahl & Sons, \$3,050.00 Electric, second by member Dodds. Motion passed

Director Report:

As printed, under programming President Borrelli asked if patrons can use MelCat; yes. Copier & fax requests are being used more than before. Member Monschein asked the director if other libraries and businesses were having issues with ACD.net. Director Votta did not know of any problems with this system. The condition of the Michigan flag flying outside the building is tattered and needs to be replaced. President Borrelli asked if the building & grounds could investigate replacing the flag. Michigan Library Association will continue weekly Friday session in 2 weeks. Director Votta is looking into the cost of having a lighted sign to indicate when the library is open.

Old Business:

- **CARES grant status:** Federal monies of \$3,000.00 will be used in the following areas.
 - Face Masks which is the plastic face guards
 - 10 Internet hot spots which can be checked out for patrons who do not have WI-FI access.
 - Upgrade our Wi-Fi router to reach the far end of the parking lot.
- **Status of new router:** working and no problems
- **Staff engagement/Organizational chart changes:** Director Votta has been conducting interviews with staff members to see where they see themselves in the next couple of years. One common statement,

they like the interaction with the public and enjoy working at the Library. Director Votta explained there will not be any radical changes, he will inform the board before any changes are made.

- **Committee appointments:** Member Wilson indicated to the board, appointments were made last month and are reflected in the board minutes.

New Business:

- **Library of Michigan Board webinar July 29:** President Borrelli & Member Sloan attended the webinar. It explained the role of the board, what authority, and responsibilities we have as board members. We need to be ethical, show transparency and have the best interest of the library. President Borrelli encourage board members to access the resources provided by Library of Michigan under United for Libraries to view webinars and other items related to libraries. President Borrelli asked where the official records of the board are kept and how long are, they kept. Further discussion on this subject to continue.
- **School partnership:** Director Votta is planning to work with the schools in the area to see where the library can be of help to them.
- **Friends update:** Friends met last Saturday; they will not have their annual book sale. Instead they have a booth down at the Farmers Market where you can purchase used books, sign up for a library card and receive information on what is happening at the library. The Farmers Market is open on Thursday afternoon and will run until October.

Meeting adjourned at 8:02 p.m.

Gloria Wilson