

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

July 16, 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 **July 16, 2020** at 7:00 p.m.

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

Absent:

Also, Present: David Votta, Library Director

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

Approval of Agenda: Member Jones made a motion to approve the agenda second by Member Dodds. Motion passed

Public Comments: No one in attendance

Approval of Minutes:

Member Jones made the motion to approve the minutes of June 18, 2020, second by member Monschein. Motion passed.

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 about the amount from account #8000 to RIDES. Director Votta explained this is a yearly fee. Member Borrelli asked did we receive the property tax and state aid as indicated in the financial report. Member Jones said yes; this report was income statement ending June 30, 2020. Director Votta made the board aware that penal fines can be down as much as 54%.

Member Monschein made the motion to approve the financial report pay the bills plus an additional one to Foresight for \$1,505.15, second by member Borrelli. Motion passed

Director Report:

As printed, Director Votta updated the board on the soft opening on July 4th, received many positive comments. The staff & director have taken care of 40 pages of requests that occurred during the closing of the Library. Curbside service is going well, Director Votta plans on making this a permanent service to our patrons. July 25th will be a Science Alive program with a limited seating. Patrons will have to sign up to attend this event. Adults who tutor students have asked for a space to continue teaching. Director Votta will make the Michigan Room available. New library cards will have the ability to track where they come from. The information will help us meet the needs of our patrons. In honor of Christine Stuck's birthday, fines for the month of July will not be collected. Member Monschein asked when the library will be back to full hours. Director Votta explained a qualified staff member needs to be on site and we do not have the ability to do that. As soon as the state relaxes the restrictions we will be back to normal hours.

Old Business:

- **Michigan Room update:** Director Votta reported the mini split is working.
- **Spartan Room HVAC:** The unit is the oldest and needs to be replaced as parts are unable to be obtained.

New Business:

- **New unit quote:** Director Votta received a quote from Stahl & Sons to replace the HVAC for the Spartan Room. Member Wilson made a motion to approve the quote of \$11,000, second by Member Dodds. Discussion: a question was asked if the system will recycle outside air, Director Votta said it would. Motion passed
- **Organizational chart:** Director Votta is drawing up a plan to align each staff responsibilities. He is hoping to have the plan begin before the 1st of the year. More information will be brought to the board.

Annual Meeting.

Resolution Establishing Regular Meetings:

- Member Monschein made the motion to establish the Charlotte Community Library monthly meetings to be the 3rd Thursday of the month except October will be the 4th, second by Member Tirrell. Roll Call was taken, Member Jones yes, Member Wilson yes, Member Dodds yes, Member Tirrell yes, Member Monschein yes, Member Sloan yes & Member Borrelli yes. Motion passed.
- **Election of Officers:** Member Tirrell made the motion to approve the following officers for the 2020/21-year, President: Eunice Borrelli, Vice-President/Secretary: Gloria Wilson & Treasurer: Jo Jones, second by Member Dodds. Motion passed
- **Committee appointments:** The following committee appointments have been assigned to the following board members.
Building & Ground: Dale Dodds & Robert Monschein
Finance: Jo Jones & Keith Tirrell
Personnel: Gloria Wilson & Mary Sloan

Meeting adjourned at 7:37 p.m.

Gloria Wilson