

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

November 19, 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 **November 19th** at 7:00 p.m.

Roll Call was taken: Jo Jones-here, Keith Tirrell- here, Gloria Wilson-here, Mary Sloan-here, Eunice Borrelli-here,

Dale Dodds arrived on zoom at 7:20pm

Absent: Robert Monschein

Also, Present: David Votta, Library Director

President Borrelli called the meeting to order at 7:05 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 Wilson made a motion to approve the agenda, second by Member Jones. Motion passed

Public Comments: No one in attendance

Approval of Minutes: Member Tirrell made a motion to approve the minutes of October 20, 2020, seconded by Member Sloan, Motion passed

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. Member Borrelli asked general questions on accounts in our financial statements. Under Revenues, it shows a negative amount for Property Taxes from Charlotte & a negative amount under children's programs. Director Votta will investigate with Financial Director Arras and report back to the board on the negative taxes, he explained the Children's Director purchased items over the amount designated for that program; Friends of the Library will reimburse the program. Member Wilson made the motion to approve the financial report & pay the bills, second by Member Sloan. Motion passed

Director Report:

As printed; highlights include updated hours of operation on Saturdays' 10-2 pm.

Effective November 21, 2020 the library will move back to Phase 2 of our COVID service plan.

Staff attended the MLA annual conference (Kris), MLA Fall Institute (Christina Stuck), CPA Academy (Marlena). New neon "Open" sign facing Bostwick & front entrance.

Looking into providing another platform to promote our services, Pure Michigan website,

Old Business:

- **CARES grant status:**
 - Routers have expanded our Wi-Fi network to patrons, received reimbursement
 - Hot spots in process
 - We have 10 face shields for staff to use.
- **Staff engagement/Organizational chart changes:** Interviews are finished and will be available to board members when information has been collected.

- **School partnership:** on going dialect with the Superintendent of Charlotte & Eaton Rapids We are still processing the procedure on how to proceed.
- **Director Evaluation:** Member Wilson reported the personnel committee met on November 10th to evaluate the Director. She provided staff & board comments plus self-evaluation comments from Director Votta. Member Wilson sent the rest of the board the same information. A motion was made by Member Wilson to extend the Director's contract to June 30, 2022 with a two per cent increase in salary starting January 1, 2021. Second by Member Sloan. Roll Call was taken: Dale Dodds-yes, Jo Jones-yes, Mary Sloan-yes, Keith Tirrell-yes, Eunice-yes, Gloria-yes. Motion passed. The committee will be looking into the salaries of staff indicated by the Director.
- **In-Service- Professional Development Day:** Director Votta is looking at January 18th as an in-service day for staff at which time the Library will be closed so that all staff can attend. Board members are encouraged to attend also.
- **Parking Lot:** Director Votta received two bids from contractors. Both contractors came back with only going down 2-4 inches. Is this enough? We need more explanation, building & grounds committee along with Director Votta will meet with contractors. Our parking lot was replaced back in 2004 with a few adjustments to the surface.

New Business:

- **Internet and Technology Use Policy:** Director Votta updated our present policy to reflect current trends. Motion was made by Member Tirrell to change the Internet and Technology Use Policy, second by Member Jones. Motion passed
- **Auditor's Presentation:** Director asked Board Members if the board would like the auditor to give us a presentation at our January meeting. All agreed
- **December Board Meeting:** Motion was made by Member Jones to amend the December Board meeting and authorize the Director & Finance Director to pay the bills. Second by Member Sloan. Motion passed. Director Votta will post the change to our website and bulletin board outside the Library.

Meeting adjourned at 8:05 p.m.

Gloria Wilson