

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

February 18, 2021

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 **February 18th** at 7:00 p.m.

Roll Call was taken: Jo Jones-here, Gloria Wilson-here, Mary Sloan-here, Eunice Borrelli-here, Robert Monschein-here, Keith Tirrell- here at 7:09

Absent: Dale Dodds

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

Public Comments: No one in attendance

Approval of Minutes: Member Jones made a motion to approve the minutes January 21, 2021, seconded by Member Wilson, Motion passed. Secretary Wilson will make the change of Allie Weaver to Alie Weaver in the January 21, 2021 board minutes.

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 Wilson asked general questions on accounts in our financial statements. Member Wilson made a motion to approve the financial report and pay the bills, second by Member Monschein. Motion passed.

Director Report:

As printed; highlights include more movement at the library.

-Staff member has given her retirement date at the end of April

- Working on a job description for a fulltime Adult Services/Local History Librarian

-We constantly update information for our patrons

-The staff will be doing a monthly blog to engage the community with information; first one will be the partnership of Charlotte Public Schools and the library.

-Working with the community calendar services, Burbio. With this app. all community calendars will be available at one site.

Old Business:

- **CARES grant status:**
 - Hotspot is on back order as soon as it arrives staff members will test at different locations to see how effective it is.

- **Organizational chart changes:** Staff has been asked to return their job description by February 19th at which time a master list will be created to review new assignments. Staff will be assigned new positions by March 23rd.
- **School partnership:** Charlotte Public Schools and the library are ready to roll out new school library cards which will allow students to check out items. They will have to provide contact information for physical items.
- **Parking Lot :** Director Votta is working with Grand Ledge Paving; Pray Funeral is putting a new parking lot on the corner of Sheldon & Seminary. The board asked the director to check with them to see who is doing the work.
- **New Business:**
- **Updated Circulation Policy:** Director Votta presented the board the updated circulation policy which includes the new school library card. Member Sloan made a motion to approve the new circulation policy, second by Member Monschein. Motion passed.

Meeting adjourned at 8:07 p.m.

Gloria Wilson