

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

January 21, 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 **January 21st** at 7:00 p.m.

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

Absent: Dale Dodds

Also, Present: David Votta, Library Director & Allie Weaver from Maner Costerisan P.C.

President Borrelli called the meeting to order at 7:00 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 added Personal Committee report to New Business, Member Sloan made a motion to approve the agenda with the addition, second by Member Jones. Motion passed.

**Public Comments:** No one in attendance

**Approval of Minutes:** Member Jones made a motion to approve the minutes of November 18, 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. The questions were more about what the workshops staff attended than expenditures. Member Wilson made a motion to approve the financial report and pay the bills, second by Member Tirrell. Motion passed.

**Auditor's Presentation:**

President Borrelli introduced Allie Weaver CPA, from Maner Costerisan P.C. who presented our Audit ending June 30, 2020. Our total fund balance represents approximately 79% of our annual expenditures (sound financial condition). Allie suggested under Capital fund balance-unreserved we may want to designate amounts to tackle unforeseen improvements. Member Tirrell made a motion to approve the audit, second by Member Sloan. Motion passed.

**Director Report:**

As printed; highlights include Effective January 19<sup>th</sup> library will resume browsing at 30% capacity.

-We engaged our patron's through Facebook and other social media to keep a connection with our patrons.

- We created ways to physically connect with patrons safely and at a distance.

-We constantly update information for our patrons

-January 18 staff attended an in-service day program; two awards were given out, one to Christina Yoder for Innovation and one to Christina Stuck for Leadership during the lockdown.

-“ Love your Library” program for the month of February, providing on-line presentation on Cybersecurity on February 16<sup>th</sup>.

-Talking stages with Eaton Country Historical Society on digitalize newspaper articles

#### **Old Business:**

- **CARES grant status:**
  - Potterville is working with providing the correct security & restriction for the Hot Spots we will be purchasing.
- **Staff engagement/Organizational chart changes:** Director Votta along with Ann & Marlena will be meeting January 26<sup>th</sup> to realign positions as a retirement will happen the end of April.
- **School partnership:** on going dialect with the Superintendent of Charlotte for a opt out for parents who have students attending Charlotte Public Schools.
- **Parking Lot :** Director Votta is working with two bidders & also asking Amy from the city her thoughts on the structure of how long city parking lots last. Is 2-4" deep enough? The committee would like to reconstruct the flow of our parking lot and to add stations for electric cars. Bringing the handicap area closer to our main entrance is another concern.

#### **New Business:**

- **PA 202 Waiver Application:** Member Jones made a motion to approve Form 5584 (Rev. 10-19) "Application for Waiver: Retirement Health Benefit Systems" issued under authority of PA 202 of 2017 from the Michigan Department of Treasury and the supporting documentation. Member Wilson seconded.  
Roll call vote: Borrelli yes, Jones yes, Tirrell yes, Sloan yes, Monschein yes, Wilson yes. Member Dodds absent.
- **MERS retirement update:** we are on track with our obligation to the MERS retirement system.
- **Personnel Committee:** Member Wilson explained to the board; our intention to provide an increase to staff each year was not in the June 2020 minutes. Personnel committee wanted to keep in line with the Michigan State minimum wage. Member Wilson made the motion as follows: A cost of living increase not to exceed 2% starting 2022 through 2026. Second by Member Jones. Motion passed.

Meeting adjourned at 8:38 p.m.

Gloria Wilson