

## CHARLOTTE COMMUNITY LIBRARY

### BOARD MINUTES

October 28, 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 regular meeting on October 28<sup>th</sup> at 7:00 p.m.

**Roll Call was taken:** Cindy Cook - Here, Gloria Wilson - Here, Eunice Borrelli - Here, Keith Tirrell - Here

**Absent:** Brandon Dyer, Mary Sloan, Robert Monschein

**Also, Present:** David Votta, Library Director and Sara Horn (Note taker)

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

**Approval of Agenda:** Member Cook made a motion to approve the agenda, seconded by Member Wilson. Motion passed.

**Public Comments:** No public in attendance

**Approval of Minutes:** Member Wilson motions to approve the minutes. Member Tirrell seconded the motion. Motion passed.

**Financial Report:** Member Wilson sent each member by email an explanation of our finances. Member Cook motions to approve the financial report and to pay bills with the additional bill to the Michigan Municipal League. Member Tirrell seconded the motion. Motion passed.

#### **Director Report:**

As printed; highlights include:

- Staff Changes: Marlena Arras resigned after 30 years. Ashely Frost is training to assume the financial duties. Hired a part-time circulation assistant.
- Facilities: Updating signage in parking lot. Director Votta met with local contractor to discuss the Spartan Room update.
- Community: School cards are live. In addition, CPS has reached out and asked us to help triage reading programming for 5-8 years.
- Talked with the Library of Michigan about information regarding mileages for our current contract areas.

#### **Old Business:**

- Spartan Room: Covered in Director's Reports
- Meeting Room Policy: Waiting feedback about draft
- Director's Evaluation: President Borrelli, Member Wilson & Sloan met to go over the evaluations. Member Wilson motions to extend Director Votta's contract until June 30, 2024 and increase salary to begin at next pay period. Member Tirrell seconded the motion. Motion passed.

**New Business:**

- Unattended Children Policy: Changed the age range for which children can visit the library without a guardian. Member Wilson motions to accept the Unattended Children Policy as drafted. Member Cook seconded the motion. Motion passed.
- Local History Collection Update: Focus of the room with target Eaton County and specifically the Charlotte area. Eaton County Newspaper Project material are being assessed by University of Michigan students.
- Board Recognition of Marlana's Years of Library Employment

Meeting adjourned at 8:08 p.m.

Sara Horn