

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

February 17, 2022

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 February 17th at 7:00 p.m.

Roll Call was taken: Gloria Wilson - Here, Eunice Borrelli – Here (remote), Keith Tirrell - Here, Mary Sloan - Here, Cindy Cook - Here

Absent: Brandon Dyer, Robert Monschein

Also, Present: Library Director David Votta, Sara Horn (Note taker), Ailie Weaver (remote)

President Borrelli called the meeting to order at 7:01 p.m.

Approval of Agenda: Member Wilson made a motion to approve the agenda with addition of Finance Committee Report to New Business. Seconded by Member Sloan. Motion passed.

Public Comments: No public in attendance.

Auditor's Presentation (remote): Ailie Weaver to report on the Library's Financial statement from audit. For the year ended on June 30, 2021; auditors indicated no findings and had no recommendations. They state that the Library had a clean audit. Member Tirrell moves to accept auditors report as presented, seconded by Member Wilson. Motion passed.

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

Financial Report: Member Sloan motions to approve the financial report and pay bills with addition bill to Swank Movie Licensing (\$990). Member Cook seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: Programming attendance is beginning to rise. Library successfully submitted our Library of Michigan State Aid report.
- Staff: Youth Services staff member is attending the Library of Michigan Spring Institute this March. Three staff members are completing the Beginning Workshop offered by the Library of Michigan. New Social Media Coordinator, Emma Repp, has been on the job for a month and doing well.
- Marketing: Blog post are continuing to be released monthly as well as appearing in the County Journal. The Library appeared in the Lansing State Journal article regarding the infrastructure of electric vehicles in the area.
- Facilities: Stahls is continuing work on the Mini-Split in the Michigan Room after condensation leakage. Remodeling of the Spartan Room is anticipated to begin at the end of April and completed by the end of May.
- Community: Library will be participating at the Nordic Fire Festival and Eaton County Expo. Director Votta visited the Olivet College Library and conversation has begun about

partnership/interlibrary loan program. Director Votta attended the Lee Township February board meeting and was invited to the Olivet City Council meeting in March. Seven Eaton County libraries met to work through details of our Discover Eaton County 2022 Photography contest.

Old Business:

- Spartan Room: Waiting for written estimate from the contractor, but still on track to beginning renovations at the end of April.

New Business:

- EV Charging Station: Director Votta presented a draft of the EV Charging Station Policy that included phases for charging users. First 2 hours are free, additional time is \$2 per hour. After fully charged there is a grace period of 30 minutes before \$2 per hours for idle time. Motion will be put forward at the next board meeting.
- Updated Pre-Authorized Vendor List: Library would like to add Byrum Hardware and Rotary to the vendor list. Director Votta will provide list to board members then a motion will be put forward at the next board meeting.
- Financial Committee Report: Decision was made to beginning conversations and networking about possible millages in contract areas for the year 2024.

Meeting adjourned at 8:13 p.m.

Sara Horn