CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

March 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 March 17th at 7:00 p.m.

**Roll Call was taken**: Gloria Wilson - Here, Eunice Borrelli –  (remote), Keith Tirrell - Here, Mary Sloan - Here, Robert Monschein – Here, Brandon Dyer – Here (7:14pm)

**Absent**: Cindy Cook

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

President Borrelli called the meeting to order at 7:05 p.m.

**Approval of Agenda**: Member Wilson made a motion to approve the agenda. Seconded by Member Sloan. Motion passed.

**Public Comments**:  Mary Sloan (acting as a member of the community) – compliments Sara Horn (Adult Services Librarian) on Adult Service programming especially the author visits. No public in attendance.

**Approval of Minutes**: Omit a line in Financial Report and correct a few misspellings. Member Tirrell motions to approve the minutes with above changes. Member Monschein seconded the motion. Motion passed.

**Financial Report**: Member Wilson motions to approve the financial report and pay current bills. Member Dyer seconded the motion. Motion passed.

**Director's Report**:
As printed; highlights include:
- Executive Summary: This Spring/Summer we'll be participating in a number of community events and will be looking for opportunities to be more out in the community to foster awareness of the library. In-person programming continues to ramp up.
- Staff: We are hiring a Library Service Assistant to work on the circulation desk and do project management/administrative assistant work. A Youth Services staff member is attended the Library of Michigan Spring Institute this month. Three staff members completed the Beginning Workshop and Director Votta completed the Library of Michigan Advanced Director's Workshop.
- Facilities: Issue with the Mini-Split in the Michigan Room has been resolved, additionally the primary HVAC line between the Michigan Room and Children's area has been shunted with an additional sensor installed in Children's area. Remodeling of the Spartan Room is set for the end of April and completed by the end of May.
- Community: We are displaying middle school art work in collaborative with a new art teacher at Charlotte School. A Seed Exchange is happening on April 9th as a kick-off for a Seed Library coming this next Spring. Library will be participating in the Eaton County Expo. Director Votta attended the Walton Township Board and City of Olivet meetings. Seven Eaton County libraries met again to work on details on our Discover Eaton County 2022 Photography contest.

**Old Business**:

- Spartan Room: April 29th construction will begin. Changes to the walls, partition taken out and a small stage installed. Lights are being upgraded and furniture will be updated as well. Displayed art will be shown on the back wall (kitchen wall).
- EV Charging Station: Policy has been advertised in-house and on the EV Charger device since last meeting. Policy will take effect in June. Member Wilson motions to approve the EV Charging Station Policy as submitted to the board. Member Dyer seconded the motion. Motion passed unanimously and the policy is adopted on March 17, 2022.
- Updated Pre-Authorized Vendor List: Member Wilson motions to approve Byrum Hardware and Rotary to Pre-Authorized Vendor list. Member Dyer seconded the motion. Motion passed.
- Awareness Campaign Committee: Once a month three board members (Finance Committee and President) and two staff members meet and discuss on way to get the Library out in the community more. Director Votta is attending township meetings to begin and foster connections in the community.

**New Business**:

- Fine Free: Director Votta has begun discussion on the Library becoming fine free (eliminating late fees, but will continue to charge for replacement of lost items).

Meeting adjourned at 8:01 p.m.

Sara Horn