

# CHARLOTTE COMMUNITY LIBRARY

## BOARD MINUTES

May 19, 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 May 19<sup>th</sup> at 7:00 p.m.

**Roll Call was taken:** Gloria Wilson – Here, Eunice Borrelli – Here, Keith Tirrell - Here, Mary Sloan - Here, Robert Monschein – Here

**Absent:** Brandon Dyer, Cindy Cook

**Also, Present:** Library Director David Votta, Ashley Frost

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

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

**Public Comments:** No public in attendance.

**Approval of Minutes:** Member Tirrell motions to approve the minutes of the April 21, 2022. Member Wilson seconded the motion. Motion passed.

**Financial Report:** Member Wilson motions to approve the financial report and pay current bills with the addition of Petty Cash for \$2,721. Member Monschein seconded the motion. Motion passed.

### **Director's Report:**

As printed; highlights include:

- Executive Summary: Spartan Room renovations are underway. A draft of the 22/23 fiscal year budget is complete.
- Staff: All new staff have begun working. There is an ongoing realignment of duties to better fit the needs of the library.
- Marketing: The library has a new outside banner and working on developing library branded refrigerator magnets.
- Facilities: The library is exploring options for HVAC technicians. We have received four new/updated replacement hotspots. Planning is underway to expand our Local History presence on our website.
  - Spartan Room renovation has begun
    - Old ceiling grid and tiles have been removed and new ceiling grid is going up.
    - Walls have been prepped and nearly completely painted.
    - Kitchen remodel is nearly complete.
- Community: There was good turnout for the library's booth at the Eaton County Expo, where community members took nearly 100 goodie bags with information about the library's services. The library took in nearly \$600 at our yard sale with \$143 going to the Friends and the rest going towards new furniture in the Spartan Room. We started a new feature, Patron of the Month; it

posted in the library, the website and shared on social media. We are currently displaying CPS Kindergarten artwork. The Discover Eaton County Photography contest is underway.

**Old Business:**

- Spartan Room: On schedule
- EV Charging Station: Made a profit of \$72. The average visit has shortened and there is no community feedback yet.
- Fine Free – Updated Circulation Policy: Member Tirrell motions to approve the updated circulation policy. Member Wilson seconded the motion. Roll Call vote and the motion passes unanimously. The new policy is to be implemented immediately and advertised in conjunction with summer reading.
- Awareness Campaign Committee: No updates

**New Business:**

- Proposed Fiscal Year 2022-2023 Budget: Discussion of changes included
  - Removal of fines and rentals
  - Increased property tax
  - Slight decrease in collections
  - Slight increase for electronic resources
- Resolution Calling Public Hearing Regarding Annual Budget of the Charlotte Community Library: Member Tirrell motions to call a public hearing regarding annual budget of the Charlotte Community Library. Member Wilson seconded the motion. Motion passed.

Meeting adjourned at 8:15 p.m.

Ashley Frost