

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

April 21, 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 April 21st at 7:00 p.m.

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

Absent: Brandon Dyer

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

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

Approval of Agenda: President Borrelli add schedule for staffing the Eaton Expo booth to New Business. 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: Edit made to Awareness Campaign Committee under New Business to clarify board members involved. Member Wilson motions to approve the minutes of the March 17, 2022 with above changes. Member Cook seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report and pay current bills with addition to Collaborative Summer Library Program (\$33.10), Maner Costerian (\$700) and PotterVilla (\$409). Member Sloan seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: In preparation for staff turnover this summer, we have hired three new employees. Work has begun developing the 22/23 fiscal year budget
- Staff: New hire for the Marketing staff position has already begun working as well as the new hire for the Library Services Assistant position. One of our Circulation Clerks leaving to start graduate school and that position has already been filled.
- Marketing: We will be attending as vendors at the Eaton County Expo, the county fair this summer and participating in the community garage sale weekend.
- Facilities: A Lennox representative visited with our HVAC repair technician for the unit above the circulation desk. They believe they have identified the problem and are scheduling a time to replace the sensor and power line at no cost to the library. Spartan Room renovation supplies have been order and work should start at the end of the month.
- Community: Our collaboration with Charlotte Public School (beginning with a middle school art teacher) has blossomed into now working with a CPS kindergarten teacher to display their artwork as well. The Seed Swap was a huge success with many more participants than

anticipated. Director Votta will be attending the Chester Township Board Meeting in May in addition to various scheduled weekly meetings with community organizations.

Old Business:

- Spartan Room: On track to begin April 29. PotterVilla will be in to remove electronic in room before renovation start.
- EV Charging Station: Policy was revised to take out a grace period after fully charged. Policy will read that the first 2 hours are free then charged individuals will be charged \$2 per hour after that. Member Tirrell motions to approve the EV Charging Station Policy as revised. Member Cook seconded. Motion passed.
- Fine Free – Updated Circulation Policy: Circulation Policy was revised: mention of fines was removed in exchange for after a specific amount of time patrons would be charged cost of item. Revised policy is tabled until next meeting.
- Awareness Campaign Committee: Overall update of the campaign in regards to making community connections and incentives. Exploring bulk-mailing options to reach non-patrons and those new to the community.

New Business:

- Increase petty cash monthly limit: Director Votta asking the Board Member for an increase from \$1,000 to \$5,000 monthly limit. Member Monschein motions to approve an of the petty cash monthly limit to \$5,000. Member Sloan seconded. Motion passed.
- Scheduling of staff at Eaton Expo booth: Member Wilson and President Borrelli will be helping in the booth Saturday afternoon.

Meeting adjourned at 8:05 p.m.

Sara Horn

(draft for approval)