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 June 16th at 7:00 p.m.

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

Absent: Branden Dyer, Robert Monschein

Also, Present: Library Director David Votta, (Note Takers) Sara Horn and Caitlyn Tanner

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

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

Public Comments: No public in attendance.

Approval of Minutes: Member Tirrell motions to approve the minutes of the May 19, 2022. Member Cook seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report and pay current bills with additional bills of ODP Solutions for $226.69, Jay’s Building for $1,516 and Ingram for $284.53. Member Sloan seconded the motion. Motion passed.

Director’s Report:
As printed; highlights include:

- Executive Summary: Positive responses to our new Fine Free policy and have slightly resulted in an uptick of donations when patrons realize they do not have to pay a fine. Spartan Room is open for public use. With school letting out for the summer the building is more consistently busy throughout the day.
- Staff: Summer schedule has begun. New staff is continuing their training both internal and professional development. We have one staff member that is retiring in July.
- Marketing: Two articles from the library appeared in the County Journal. We are working on developing library branded refrigerator magnets as part of this project we are investigating options to send these in bulk mailing.
- Facilities/Collection/Services: Library kicked off Summer Reading program and related summer programming. The Library is now contracting with JR Mechanical for its HVAC needs. Our network server has been replaced and our hotspots have been updated. The Spartan Room renovation are nearly complete but the public is able to book and use the room.
- Community: The Library will be participating again in the Eaton County Fair and Olivet Fireman Festival as well as Celebrate Charlotte. The Library will be participating in the Frontier Days parade and our float will coincide with the national Summer Reading theme this year, “Ocean of
Possibilities.” The new Patron of the Month installment has been videotaped, and will be shared on our social media platforms as well as displayed in the library.

**Old Business:**
- **Spartan Room:** Renovations are nearly completely. The room is functioning order; we will start again taking public bookings to use the room.
- **Awareness Campaign Committee:** Working on the refrigerator magnets for bulk mailing. Director Votta is continuing to attend the surrounding township meetings and starting to provide the townships with library brochures to place in their halls.

**New Business:**
- **2021/2022 Amended Budget:** Changes include moving $5,840 from Miscellaneous/contingency expanses and allocated that amount to the following expanses: $1,750 to contracted services, $3,390, to staff related and $700 to collection. Member Tirrell motions to approve the 2021/2022 Amended Budget. Member Wilson seconded. Motion passed.

**2022/2023 Budget Hearing and Adoption of Budget:** President Borrelli recessed regular meeting and opened budget hearing at 7:47 p.m. Closed the budget hearing and reopened regular meeting at 7:55 p.m. Member Tirrell motion to amend the budget as the following: Personal Property Reimbursement (revenue) increase to $10,000 from $5,000 and Miscellaneous/Contingency (expenses) will increase by $5,000. Member Sloan motion to approve the above amendment to budget. Member Wilson seconded motion for amendment. Motion to amend the budget approved. Member Sloan made a motion to accept the 2022/2023 Budget, Revenues of $784,577 and Expenses of $784,577. Member Cook seconded. Motion passed.

**Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget:** Member Tirrell motions for Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget. Member Wilson seconded. Motion passed.

Meeting adjourned at 8:07 p.m.

Sara Horn

(draft for approval)