

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

July 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 July 21st at 7:00 p.m.

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

Absent: None

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

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

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

Public Comments: No public in attendance.

Approval of Minutes: Member Tirrell motions to approve the drafted minutes of the June 16, 2022. Member Dyer seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report and pay current bills with twelve additional bills totally \$3,319.50. Member Sloan seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: Summer Reading and programming are taking up much of the day to day for staff. Staff members have divided the contract townships and are making contact to form a working relationship. A plan is being developed for long-term facility upgrades/priorities. Staff is auditing the website for updates.
- Staff: Cross training continues with the newest hires. Website and other technology duties are being consolidated into a single position held by an existing staff member. Library Director is participating in a yearlong cohort of 25 Michigan public library directors (hosted by the Library of Michigan and UM's School of Information) and no cost to the library.
- Marketing: The Library ordered 5,000 refrigerator magnets. New blog posts are coming out at least monthly.
- Facilities/Collection/Services: Progress continues toward facilitating an online portal for the public to search digital collections, starting with the Eaton County Newspapers. Summer Reading and Summer in the Park attendance is up from the past two years. Public use of the Spartan Room is approaching pre-2020 levels.

The Library is investigating recommendations from Michigan Municipal League Risk Consultant

- Outfitting the building with lighting rod
- Automatic fire alarm system that alerts the fire department
- Active Shooter/Violence and Dealing with Difficult Patron Training

- Community: The Library participated in Celebrate Charlotte, the Eaton County Fair and will have a booth the Olivet Fireman Festival. Currently working on construction for our float for Frontier Days Parade. The Library Director participated in the May Eaton County Broadband initiative working group session. The Eaton County Photography contest had concluded and online voting has begun.

Old Business:

- Spartan Room: Original projector screen was reinstalled and communication is open to find a new screen.
- Awareness Campaign Committee: Reaching out to contract areas to form working relationships. Library Director is attending some events in those townships.

Annual Meeting:

- Resolution Establishing Regular Meetings: August and September meeting dates are moved to the the fourth Thursday of the month instead of the third for the 2022 year. Member Dyer motions to approve the drafted Resolution Establishing Regular Meetings. Member Monschein seconded the motion. Motion passed.
- Election of Officers: Member Monschein motion for continuation of the current Officers as follow:

- President – Member Borrelli,
- Vice President and Secretary – Member Tirrell
- Treasurer – Member Wilson.

Member Cook seconded the motion. Motion passed.

- Committee Appointments: Member Dyer motions to keep existing committees as stated:
 - Personnel – Member Cook and Member Sloan
 - Finance – Member Wilson and Member Tirrell
 - Building – Member Monschein and Member Dyer

Member Wilson seconded the motion. Motion passed.

Meeting adjourned at 7:54 p.m.

Sara Horn

(draft for approval)