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 August 25th at 7:00 p.m.

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

**Absent:** Robert Monschein

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

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

**Approval of Agenda:** Member Sloan made a motion to approve the agenda with the removal of Mike Cox and the addition of “Lee Township Contract” and “Community Members on Library Board Committees” under new Business. Seconded by Member Dyer. Motion passed.

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

**Approval of Minutes:** Member Wilson motions to approve the drafted minutes of the July 21, 2022 with changes to clarify under “Annual Meeting – Resolution Establishing Regular Meetings” that August and September meetings are moved to the fourth Thursday only for 2022 year. Member Dyer seconded the motion. Motion passed.

**Financial Report:** Member Dyer motions to approve the financial report and pay current bills with additional four bills totally $1,657.64. Member Cook seconded the motion. Motion passed.

**Director’s Report:**

As printed; highlights include:

- **Executive Summary:** Summer Reading concluded with 369 participated (262 youth and 107 adults). Library staff divided up the contract townships and are contacting township ship to form relationships. Website audit is complete, and staff is implementing changes.
- **Staff:** Youth Services Director will be attending the Collaborative Summer Reading Program Annual Conference in Detroit. Other staff may attend the Michigan Library Association Annual Conference happening in October.
- **Marketing:** 5,000 magnets have arrived. We selected postal routes within the contract areas to send the magnets with a half sheet flyer to. The Library is investigating more CCL branded swag to hand out.
- **Facilities/Collection/Services:** The Library is meeting with retired landscape designer Jon Sommer for input around reimagining the planter and Bostwick side lawn area. An online portal for public to search the digitized Eaton County newspapers is live. Currently the vendor is uploading the newspapers and the CHS yearbooks are available. Our digital services (Hoopla and Libby) are searchable from the online catalog.
The Library is following up on recommendations from Michigan Municipal League Risk Consultant
  o Considering the roof is 15 years old, we are not pursuing lightning rods currently.
  o We are waiting for a quote from Delau Fire Services regarding an automatic fire alarm system that alerts the fire department.
  o Active Shooter/Violence and Dealing with Difficult Patron Training will occur at our In-Service day in January.

• **Community:** The Library was awarded the President’s Award as Business of the Year at the Chamber of Commerce’s Annual Dinner. We are looking to conduct a survey of community needs. The Library participated in the Olivet Fireman Festival and currently working on construction of our float for Frontier Days parade. The Director is involved with the Charlotte Rising Economic Vitality Committee and Rotary weekly meetings; as well as participated in the July Eaton County Broadband initiative working group session. The Discover Eaton County Photography contest finalist have been selected and will be award on October 8th in the Spartan Room.

**Old Business:**

• **Awareness Campaign Committee:** Tri-fold brochures were sent/taken to all townships serviced by the Library. A bulk mailing will be sent out potentially at the beginning of September to the contract areas that include a flyer and magnet.

**Annual Meeting:**

• **Personnel Committee:** Board Members will anonymously evaluate the Library Director and a report will be available in the coming meetings.

• **Facilities Committee:** Director Votta and Assistant Director Goeman went around the facilities to make a list of improvements need to the facility. Committee members are researching sustainable energy options for the building.

• **Lee Township Contract:** Contract is being presented to the Lee Township board for renewal for another two years. Member Tirrell motions to approve the contract between Lee Township and the Library for another two years. Member Dyer seconded. Motion passed.

• **Community Members on Library Committees:** President Borrelli research indicates that there is no policy or procedures for that situation. Member Dyer thinks that having a broader perspective on the committees would be beneficial. Discussion is tabled until September meeting.

Meeting adjourned at 8:10 p.m.

Sara Horn