

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

September 22, 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 September 22nd at 7:00 p.m.

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

Absent: Branden Dyer

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 Monschein made a motion to approve the agenda as presented. Seconded by Member Sloan. Motion passed.

Public Comments: No public in attendance.

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the August 25, 2022, with a minor spelling change. Member Cook seconded the motion. Motion passed.

Financial Report: Member Sloan motions to approve the financial report and pay current bills with additional two bills totally \$1,196.83. Member Wilson seconded the motion. Motion passed.

Member Monschein motions to purchase a \$100,000 CD for a nine-month term at the best available rate. Member Tirrell seconds the motion. Roll Call Vote: President Borrelli – Yes, Member Wilson – No, Member Cook – Yes, Member Monschein – Yes, Member Sloan – Yes and Member Tirrell – Yes. Motion passed with the majority.

Director's Report:

As printed; highlights include:

- Executive Summary: Fall programming is underway. Planning has begun related to two facility upgrades this fiscal year (the timeline for implementation is next Spring).
- Staff: Two staff members will be attending the Michigan Library Association Annual Conference in Port Huron on October 20. Director Votta has been asked to participate as a guest lecturer at the University of Michigan School of Information on Thursday, September 29th.
- Marketing: Half sheet flyers and magnets were sent out to 2,557 households, primarily in our contract areas. 400 magnets were sent to Carmel and Eaton Township Halls. The Library has ordered more koozies, this time fanciful colors, branded stickers and temporary tattoos for swag. Carmel, Eaton and Chester Townships plus the City of Olivet has agreed to send information we provide in their Winter Tax Bills.
- Facilities/Collection/Services: Talks continues around reimagining the planter and Bostwick side lawn area (proposal and quote forthcoming in the next few weeks). Director Votta and the Local History Librarian meet with members of the Eaton County Genealogical Society and Courthouse

Square Museum regarding accessioning some of their collections. The carpets in the Spartan Room and Children's Room were cleaned, as well as the oversize chair in the Children's Room.

The Library is following up on recommendations from Michigan Municipal League Risk Consultant

- We have followed up with Delau Fire Services regarding an automatic fire alarm system that alerts the fire department.
 - Active Shooter/Violence and Dealing with Difficult Patron Training will occur at our In-Service day in January.
- Community: Frontier Days Parade float was a success. The Library received honorable mention, 3rd place out of 90 some floats. Great deal of engagement with staff and attendees, and our "Mama Shark" was cheered by children the entire parade. Director Votta presented at the September Lee Township Senior Social Hour. The Friends of the Library book sale will take place October 6-8.

Old Business:

- Awareness Campaign Committee: Marketing the Library in the various townships including another mass mailing in the coming Spring, sending out information during the areas Winter Tax Bill time and discussing outreach to contract areas.
- Personnel Committee: Director's evaluation went well. Member Sloan motions to amend the Director's current contract by adjusting the salary for a total of \$69,670 per year and add stipend up to \$100 per month for a phone allowance effect November 1st, 2022. Member Wilson seconded. Motion passed unanimously.

Annual Meeting:

- Consumer's Solar Gardens: Estimated annual net subscription cost would be \$174 at the subscription level of 5%. There is no net revenue benefit. Director Votta will set up presentation from Consumers for next board meeting.
- Credit Card Policy: Director Votta, Assistant Director and Book Keeper met with the Library's bank about options for credit cards. After consulting with our auditors, Director Votta drafted the proposed Credit Card Policy. Member Sloan withdraws her motion of approving the drafted Credit Card Policy. Motion tabled until October meeting for Director Votta to gather information (amount limits, how many, etc.).

Meeting adjourned at 8:27 p.m.

Sara Horn

(draft for approval)