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 October 20th 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, Branden Dyer – Here (via Zoom)

**Absent:** None

**Also, Present:** Library Director David Votta, Caitlyn Tanner (note taker) and Mike Cox

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

**Approval of Agenda:** Member Monschein request to add loaning laptops to the meeting agenda under New Business. Member Wilson made a motion to approve the agenda with addition to New Business. Seconded by Member Sloan. Motion passed.

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

**Approval of Minutes:** Date correction of the MLA conference changed from October 22 to October 20 in the staff portion of the Director’s Report. Member Cook motions to approve the drafted minutes of the September 22, 2022, with a minor date correction. Member Wilson seconded the motion. Motion passed.

**Friends of Library President Mike Cox:** Introductions by the board members to President Cox. President Cox introduced himself and reviewed recent activity by the Friends of the Library. The annual book sale was earlier this month, with 40 volunteers over the course of the week. The Friends of the Library has also donated over $6,000 to the library in the past year. President Cox and the rest of the Friends are looking forward to working with the Board in the future.

**Financial Report:** Member Monschein motions to approve the financial report and pay current bills with one additional totally $40. Member Tirrell seconded the motion. Motion passed.

**Director’s Report:**
As printed; highlights include:

- **Executive Summary:** The extension of the Lee Township contract has been signed by both parties. Fall programming has been busy with Adult and Youth programs often needing wait lists. Planning continues for facility upgrades in 2023. The Library is exploring the option of participating in the MelCat “Visiting Patron” program.
- **Staff:** Two staff attended the Michigan Library Association Annual Conference in Port Huron, MI. The Director provided a guest lecture at the University of Michigan School of Information on September 29th. The Library is looking to hire a part-time custodian.
- **Marketing:** The Library is preparing to send out 1/3 sheet flyers about our services to Eaton, Brookfield, and Chester Townships, plus the City of Olivet in their Winter Tax bills. Carmel Township is taking the information electronically and providing it in their newsletters. The
Library is participating again in the FOX47 Lighted Holiday Parade Campaign by filming a short commercial. The Library is going to upgrade its newsletter service to a paid service.

- **Facilities/Collection/Services:** Talks continue around reimagining the planter and Bostwick side lawn area. The Local History Librarian provided training to members of the Genealogical Society on the online portal for the Library’s digital collections.

- **Community:** The Friends Book Sale on October 6-8 and was $443 short of topping last year. The Library will be hosting a program in collaboration with the Michigan Mead Night on October 22. The Director of Youth Services continues to participate with GFWC meetings. School partnerships continue and school cards are active for the 2022/2023 school year.

**Old Business:**

- **Awareness Campaign Committee:** Continuing to promote the Library with QR codes, social media post and mailing out flyers.

- **Consumer’s Solar Gardens:** Still researching the opportunity and Director Votta is waiting to hear back from the Director of Consumer’s Energy.

- **Credit Card Policy:** Policy was updated from last meeting to reflect a definite fund amount and three cards will be assigned to specific staff members.
  - Member Tirrell motions to approve the Credit Card policy as presented. Member Monschein seconded the motion. Motion passed unanimously.

- **Bostwick Lawn/Planter:** Currently forming a plan with Jon Sommers. Member Monschein requests to be a part of the project.

**New Business:**

- **Laptop Loaning:** Member Monschein put forward the library lending laptops in the future. He cited several libraries across the country that offer laptop lending/renting program that have been successful. Those libraries offer laptops for check out for two weeks up to a month at a time, additionally some have fees between $500-600 to cover theft and damage). Member Monschein requests that the Library staff research the idea and create a pilot program. Director Votta mentioned that the Library does have three laptops for patrons to use while they are inside the building, but none that can be checked out.

Meeting adjourned at 7:53 p.m.

Caitlyn Tanner

(draft for approval)