

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

November 17, 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 November 17th 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

Absent: None

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

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

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

Public Comments: A patron suggested that the library goes back to issuing fines for late items.

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the October 20th, 2022. Member Cook seconded the motion. Motion passed.

Jon Sommer - Bostwick Lawn Renovations: The current structure and layout is a maintenance issue. The proposed renovations would alleviate current issues and assist with future maintenance. The proposed estimate for the project is about \$21,000.

Member Tirrell motions to approve the concept of the Bostwick Lawn Renovation as presented. Member Wilson seconded the motion. Motion passed.

Financial Report: Member Monschein motions to approve the financial report and pay current bills with an additional for Swanson Electric totaling \$316. Member Dyer seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: The Library is now participating in the MeLCat "Visiting Patron" program. Which allows our patrons to walk into other participating libraries across Michigan and check-out books through MeLCat as well as accepting patrons from those participating library checking out material at Charlotte Community Library.
- Staff: Director of Youth Services continues her role as Chair of the International Collaborative Summer Reading Program Children's Manual Committee. A new part-time custodian was hired and begins work on November 17th.
- Marketing: The Library has delivered flyers about our services to Eaton, Walton and Chester Townships, plus the City of Olivet to be included in their Winter Tax bills. Carmel and Lee Townships are distributing the same information electronically via their newsletters. The Library participated again in the FOX47 Lighted Holiday Parade Campaign by filming a commercial to appear on television. The Library upgraded its newsletter service to a paid service as we have

reached our maximum number of people we can send out too. This will allow up to sign up more patrons to receive the newsletter.

- Facilities/Collection/Services: The new Spartan Room screen was installed. The framing around the screen needs to be completed with a few additional touch ups. The contractor will be coming in following weeks to assess. The Library is in talks to partner with a Michigan Foster Care program to provide space for their programming. Work continues on providing laptops for circulation.
- Community: The Library is serving as a drop off location for the GFWC Shoe Collection for charity drive. Conversation continues with the Charlotte Adventist Christian School to expand school cards to them. In addition to participating with Eaton County Broadband Initiative, Charlotte Rising Economic Vitality Committee and Rotary Meetings; the Director has been asked to participate with the Eaton County Health Collaborative.

Old Business:

- Awareness Campaign Committee: Recapped the Winter Tax bill flyers. The committee will be combining with an internal staff committee to explore millages this coming January.
- Circulation Policy: Proposed updates to the policy would consist of increasing the physical check out amount to 4 and access to Libby for the Contract Area patrons; additionally update to the section regarding types of material you can check out before receiving their physical card (restricted items include but not limited to hotspots, laptops, playways, etc.). Member Wilson motions to revise the current Circulation Policy as reflected in the proposal submitted. Member Monschein seconded the motion. Motion passed.

New Business:

- December Board Meeting: Member Sloan motions that the Library Board does not meet in the month of December with the authorized payment of December's bills. Member Cook seconded the motion. Motion passed.

Meeting adjourned at 8:25 p.m.

Sara Horn