

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

January 19, 2023

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 January 19th at 7:00 p.m.

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

Absent: Robert Monschein, Cindy Cook

Also, Present: Library Director David Votta, Sara Horn (note taker), Ashley Frost (Charlotte Community Library Bookkeeper) and Ailie Weaver (Auditor)

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

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

Public Comments: None

Approval of Minutes: Member Dyer motions to approve the drafted minutes of the November 17, 2022, with two minor corrections. Member Tirrell seconded the motion. Motion passed.

Auditor's Presentation: Ailie Weaver reported on The Library's Audit for the year ended on June 30, 2022; they state that The Library had a clean audit.

Financial Report: Member Tirrell motions to approve the financial report and pay current bills with additional bills to Pint Size Polkas (\$75), Centerpoint (\$46.74) and Swansons Electric (\$266.50). Member Dyer seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: The Library completed its Library of Michigan Annual Report before Christmas break. 2023 Winter Reading Program is underway and conversations are continuing with municipalities/agencies around how we can better collaborate.
- Staff: Library staff underwent a day of security training on January 16th with topics including: active violence response, de-escalation, severe wound first aid and use of a fire extinguisher. The Director of Youth Services will participate in the Spring Institute this coming March. The Library Director was selected as a member of the incoming Charlotte Rotary Board of Directors, term begins in July.
- Marketing: The Library is developing a commercial to play at the Eaton Theater before movies are shown, this project will be assisted by an Olivet College Media student as an intern to help write and produce the commercial. The Library is receiving feedback that our patrons are hearing about our programs via the local television and radio stations. The Library's bi-monthly newsletter subscribers list is up nearly 10% from last year with around 30% of those scribes opening the newsletter. Last months the open rate was 36%.

- Facilities/Collection/Services: Our fire extinguishers and humidifiers have had their annual service/inspection. The drinking fountain was malfunctioning, it has been serviced and fixed. The HVAC returns above the study rooms have been shunted to reduce noise between the two rooms. It is still not soundproof, but much better. The Library is partnering with Charlotte Rising to host/facilitate a community calendar where other agencies could add their events. Two more hotspots have been purchased and are in circulation additionally, the Library is still working on providing circulating laptops.
- Community: In February, the Library will begin in-person programming at the Walton Township Hall. The Library will be providing space for a series of Charlotte Public School Book Club events, as well as, hosting performances of The Dance Studio's production of Alice in Wonderland which will take place in April.

Old Business:

- Awareness Campaign Committee: Conversations are continuing with the surrounding Townships (Chester, Walton, Brookfield, Lee) and City of Olivet about hosting programs in their areas.

New Business:

- MERs Retirement Amendment: Member Dyer motioned to file the Amendment to Retirement Funding. Motion seconded by Member Sloan. Motion passed.

Meeting adjourned at 8:11 p.m.

Sara Horn