

## CHARLOTTE COMMUNITY LIBRARY

### BOARD MINUTES

February 16, 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 February 16<sup>th</sup> at 7:00 p.m.

**Roll Call was taken:** Gloria Wilson – here, Eunice Borrelli – here, Keith Tirrell - here, Mary Sloan - here, Robert Monschein – here, Brandon Dyer - here

**Absent:** Cindy Cook

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

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

**Approval of Agenda:** Member Dyer made a motion to approve the agenda with additions to Old Business – updated on the landscape project and use of credit cards and under New Business – explanations of situation regarding the Friends of the Library. Member Tirrell seconded the motion. Motion passed.

**Public Comments:** None

**Approval of Minutes:** Member Wilson motions to approve the drafted minutes of the January 19, 2023. Member Dyer seconded the motion. Motion passed.

**Financial Report:** Member Dyer motions to approve the financial report and pay current bills with additions of Centerpoint (\$126.60), Quill (\$109.15) and Noah’s Ark Animal (\$149.90). Member Sloan seconded the motion. Motion passed.

Member Tirrell motions to approve the audit report as presented at the January 19, 2023 meeting. Member Sloan seconded the motion. Motion passed.

#### **Director’s Report:**

As printed; highlights include:

- Executive Summary: 2023 Winter Reading Program has concluded with student participants exceeding any in recent memory. The Library has begun remote programming in contract townships.
- Staff: Library staff has been attending professional development webinar and workshops. The Director of Youth Services will be participating in the Spring Institute this coming March.
- Marketing: The Library filmed its first commercial to play at the Eaton Theater and on social media. An Olivet College Media Intern is now editing the footage.
- Facilities/Collection/Services: Full length mirrors have been installed in both public restrooms. The Library is now circulating laptops and have added two additional hotspots which are now available. A new record player and albums have been purchased and awaiting cataloging and processing. This Saturday (February 18<sup>th</sup>) the Library will host Michigan author Tom Carr to discuss his book Blood on the Mitten series.

- Community: The Library began in-person programming at the Walton Township Hall. The Director has met with Mayor Pro Tem of Olivet and will be meeting with Chester Township Council Members to discuss library services. Conversation has begun for the Libraries' participation in Frontier Days 2023. The Library will again be participating in the Eaton County Home and Business Expo on April 22-23, 2023.

#### **Old Business:**

- Awareness Campaign Committee: The committee has been meeting for the last year while Director Votta has met with township council members to build relations. Member Tirrell motions to extend the contracts with City of Olivet, Walton Township, Brookfield Township, Chester Township through December 31, 2024. Motion Dyer seconded motion. Member Sloan – Yes, Member Wilson – No, Member Tirrell – Yes, Member Dyer – Yes, Member Monschien – No and President Borrelli – Yes. Motion passed (4-2).
- Landscape Renovations Update: Director Votta touched based with John and have started conversation about weather/start time.
- Library Credit Cards Update: The Library has received one credit card and the other two are being re-processed.

#### **New Business:**

- Holidays Observed: Member Sloan motions to approve the amended Holidays Observed as presented. Member Tirrell seconded motions. Motion passed.
- Eaton County Broadband Grant: Member Dyer motions to support the ROBIN Grant and support for Director Votta to draft the written support document. Member Tirrell seconded motion. Motion passed.
- Friends of the Library Update: The Friends of the Library tax exempt (501c(3)) status has been lost, but the process to retain that status is currently in the works.

Meeting adjourned at 8:28 p.m.

Sara Horn