

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

April 20, 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 April 20th at 7:00 p.m.

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

Absent:

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 Wilson made a motion to approve the agenda with addition to New Business – “National Library Week”. Member Dyer seconded the motion. Motion passed.

Public Comments: No public comments.

Approval of Minutes: Member Sloan motions to approve the drafted minutes of the March 16, 2023, meeting. Member Dyer seconded the motion. Motion passed.

Financial Report: Member Dyer motions to approve the financial report and pay current bills with additional bill to MT Bell Excavating (\$4,500). Member Tirrell seconded the motion. Motion passed. The Library Director brought forth to the Board the Library Wish List that included items/updates that have arisen within that last few months that are priority to the library. Member Sloan motions to authorize The Library Director Votta take care of the Library Wish List first priorities (Desensitizer, electrical for future lawn sign, replace sidewalk on west side of the library and fire panel update) except for the Self-Checkout with an amount to not exceed \$15,000. Member Dyer seconded. Motion passed unanimously.

Director’s Report:

As printed; highlights include:

- Executive Summary: Preparation for the annual Summer Reading Program is in full swing, this program will run from June 5 through August 26.
- Staff: The Director of Youth Services participated in the Michigan Library Association’s Spring Institute in Ann Arbor.
- Marketing: A second library commercial is being produced by our Olivet College Media intern. Library pics and brief bios are being shared on social media. Our monthly PSA to the County Journal will be about the Michigan Notable Author visit on May 22nd.
- Facilities/Collection/Services: The Library is now circulating albums and a record player. Will be looking into implementing self-check-out. The Library received a quote for a monitored fire alarm addition to our fire panel. On March 17, local children’s author and illustrator Kara Morales presented at the library. This Friday (4/21) children’s author Donna Collier Rickman will visit for an evening story time. The second annual seed swap will be on Saturday April 22nd and

the adult program DIY Seed Bombs will be on April 27th. Seed Library has been successful thus far with many patrons participating.

- Community: The Library is making a community-created activity booklet for kids. Members of the community are submitting activity sheets they've created with 16 submissions chosen for the booklet which will be given away at the Eaton County Fair. For the second year in a row the Library is displaying art work created by Galewood Elementary Developmental Kindergarten students. The Director attended Walton and Brookfield Township Board meetings this month, they both agreed to a one-year extension of their contracts. Additionally, Chester Township has their one-year extension paperwork but has not made a decision. The Director will follow up in the coming weeks. The Library will be participating in the Eaton County Home and Business Expo this weekend (4/22-4/23) as well as Celebrate Charlotte in June.

Friends Update: At the meeting the FOL elected new officers. It was mentioned that April 23-29 is National Library Week, specifically that April 25th is Library Worker Day if anyone would like to drop off an appreciation card. A member of the friends attended training, spoke about have a meet and greet with all the Friends of the Library, Library Board and Library Staff. The Friends voted on purchasing lawn games for outreach programs and to be added to the Beyond Books Collection, assisting with the cost of summer movies between the Eaton Theater and the Library, to help cover the Michigan Notable Author travel expenses and finally to help cover cost for a folk music concert held at Beach Market in May.

Old Business:

- Awareness Committee: The Committee has not met since the last Library Board meeting.
- Contract Townships: The Director attended Walton and Brookfield Township Board meetings this month, they both agreed to a one-year extension of their contracts. Additionally, Chester Township has their one-year extension paperwork but has not made a decision. The Director will follow up in the coming weeks.
- Landscaping Renovation: The original brick wall has been removed and construction of the new wall is slated to begin next week. Electrical line installation to where the lawn sign will be is scheduled for next week.
 - Gutters: A quote for a new gutter and downspouts along the east side of the building was given to the library in the amount of \$5,000. Member Dyer motions to approve the amount of 5000 to fix the gutters. Member Monschein seconded the motion. Motion passed unanimously.
- Lawn Sign: The Library Director will move forward with getting additional designs and quotes.

New Business:

- Rear Sidewalk Repair: Quote was received to replace sidewalk panels along the western side of the building. Motion to approve fixing the rear sidewalk can be found above under "Financial Report" heading.
- National Library Week: The library is posting to social media with material provided by ALA. Members of the Board will be providing lunch to the staff on April 25th.

Meeting adjourned at 8:14 p.m.

Sara Horn