

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

May 18, 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 May 18th at 7:00 p.m.

Roll Call was taken: Gloria Wilson – Here, Eunice Borrelli – Here, Keith Tirrell - Here, Cindy Cook – Here, Brandon Dyer - Here

Absent: Mary Sloan and Robert Monschein

Also, Present: Library Director David Votta, Sara Horn (note taker) and Ashley Frost (Library Bookkeeper)

President Borrelli called the meeting to order at 7:02 p.m.

Approval of Agenda: Member Wilson made a motion to approve the agenda with the change “New Business” to after “Public Comments”. Member Dyer seconded the motion. Motion passed.

Public Comments: One comment in the public comment box – “patron likes all the comic books and want the library to increase that collection.” Director Votta will respond.

New Business:

- Proposed Fiscal Year 2023-2024 Budget: A revised budget for Fiscal Year 2022-2023 will be discussed and voted on at the June Library Board Meeting. There was no Headlee Rollback this year which will cause an increase in revenue.
- Resolution Calling Public Hearing Regarding Annual Budget of the Charlotte Community Library: Member Dyer motions to approve the Resolution Calling Public Hearing Regarding Annual Budget of the Charlotte Community Library. Member Tirrell seconded that motion. Motion passed unanimously.

Approval of Minutes: Member Dyer motions to approve the drafted minutes of the April 20, 2023, meeting with slight changes. Member Cook seconded the motion. Motion passed.

Financial Report: Member Cook motions to approve the financial report and pay current bills. Member Wilson seconded the motion. Motion passed.

Director’s Report:

As printed; highlights include:

- Executive Summary: Summer Reading Program begins on June 5 and runs through August 26th this year. The library again will be hosting Summer in the Park along with a host of other events. Renovations continues on the reimagined outside space with the new wall nearly completed and the concrete has been poured. Planting will begin soon.
- Staff: The Director of Youth Services is continuing in a leadership role with the Collaborative Summer Library Program organization. Her national leadership role is a testimony to her hard work, expertise, and it is an honor for the library’s staff to be recognized and participate on this level.

- Marketing: Library is creating short, fun videos to share on social media to drive engagement. The monthly PSA to the County Journal will be about the Michigan Notable Author visit on May 22nd. The library will soon begin advertising in the Eaton Senior Center's monthly newsletter, the SCOOP.
- Facilities/Collection/Services: The Library is preparing to circulate large lawn games in our new Beyond Books Collection. A new quote for a brand-new fire panel has been received (current panel is outdated such that it cannot be updated). Sidewalk replacement of panels along the western side is slated for the coming weeks. Thirteen individuals have signed up and are using the Seed Library. A second annual seed swap was held on Saturday April 22 with the Charlotte Community Seed Share group. The Youth Services department is experimenting with new times and iteration of storytimes for children and families.
- Community: The Library is making a community-created activity booklet for kids which will be given away at the Eaton County Fair. Members of the community submitted activity sheets they've created to be a part of the booklet. The City of Olivet and Chester Township have agreed to a one-year extension of the service contracts. The Eaton County Commissioners are being invited to a meeting/tour of the library on Tuesday, May 30th at 6pm. A social gathering involving the library staff, Friends of the Library and Board members is being planned for Tuesday, June 6th at 7pm. The library will participate in Celebration Charlotte by having lawn games and a raffle on Thursday, June 15th during the city's touch a truck event.

Old Business:

- Awareness Committee: The Library is continuing to work with the townships.
- Contract Townships: The City of Olivet and Chester Township have agreed to a one-year extension of the service contracts. All contract townships services are now extended until December 31, 2024.
- Landscaping Renovation: Renovation continues on the reimagined outside space. The new wall is nearly complete, and the concrete has been poured. Planting will begin soon. The compass embossed in the concrete will be painted and sealed to incorporate more color. A representative from the Eaton Art League has agreed to do the painting for the library. The power line installation to where the lawn sign will be is complete. New gutters and downspouts will be installed in the coming weeks. The installation company is coordinating with the landscape designer and appropriate space is being built into the wall to accommodate the downspouts at appropriate intervals. Member Cook spoke about opportunities for outside funding to assist with purchasing outdoor furniture for the new front lawn space (information was passed along to Director Votta).
- Lawn Sign: The current quote for an electronic front lawn sign is \$40,000. Director Votta will work on getting designs.

Meeting adjourned at 8:13 p.m.

Sara Horn