

## CHARLOTTE COMMUNITY LIBRARY

### BOARD MINUTES

July 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 July 20<sup>th</sup> at 7:00 p.m.

**Roll Call was taken:** Gloria Wilson – Here, Eunice Borrelli – Here (tardy), Keith Tirrell - Here, Mary Sloan – Here and Robert Monschein - Here

**Absent:** Brandon Dyer and Cindy Cook

**Also, Present:** Library Director David Votta, Sara Horn (note taker) and Dave Rosen (via Zoom)

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

**Approval of Agenda:** Member Wilson motion to approve the agenda. Member Sloan seconded the motion. Motion passed.

**Public Comments:** None

**Approval of Minutes:** Member Monschein motions to approve the drafted minutes of the June 15, 2023. Member Wilson seconded the motion. Motion passed.

**Self-Checkout Presentation from Dave Rosen at Sentry Custom Security:** Dave spoke about the services needed for a self-checkout station (QuickCheck).

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

#### **Director's Report:**

As printed; highlights include:

- Executive Summary: Summer Reading Program and Summer in the Park have begun. The first month has been busy. The in-person gate count at the library from June 2022 to June 2023 was up nearly 500 persons through the door.
- Staff: Library Director attended the American Library Association annual conference in Chicago the last weekend in June. Youth Services Assistant position has been filled and new staff person has begun.
- Marketing: The Library was profiled in a feature story about summer reading and other summer programs on FOX 47 (story aired on July 18). The library is pursuing options to advertise on the screens at Char-Lanes Bowling Alley.
- Facilities/Collection/Services: Gate count for June 2023 was 6,459. Complimenting the garden renovation, the library has the northern facing entrance/garden space trimmed and cleaned up. Waiting for a quote to have regular maintenance done to the landscaping twice a year. The Mountain Ash tree was sick and dying; the recommendation from an arborist was to have it removed. The 100% recycled material bench has been installed in the front lawn area. Funds to purchase were reimbursed from the Friends of the Charlotte Community Library. The electrical panel fuse for the EV Charger needs replacing and the charger should be working this week.

- Programming:

#### **Adult Programming in June 2023**

- Fiber Circle (every Monday) = 33 attendees for the month
- Craft Closet Clean Out (collaborative between Adult and Youth) = 24 in total (4 adults)
- Ripple in Change Author's Visit = 38 attendees
- Create Your Own Multi-media Canvas = 4 attendees
- CharLit (1st book club meeting) = 22 attendees

#### **Youth Programming in June 2023**

##### ***In House Programs***

	Number of Times Met	Total Number in Attendance
Baby & Me	3	65
It's Elementary	1	5
Cleaning out the Craft Closet	1	30
<u>Craft Club Jr</u>	<u>1</u>	<u>6</u>
Total	6	106

##### ***Out-of-House Programs***

	Number of Times Met	Total Number in Attendance
Family Summer Movies	1	90
<u>Summer in the Park</u>	<u>3</u>	<u>207</u>
Total	4	297

- Community: The library participated in Celebrate Charlotte with lawn games on Thursday June 15<sup>th</sup>. While at the Eaton County Fair, the library passed out over 50 activity books created by members of the community. The Director spoke at the July Charlotte City Council meeting. Meetings continue for planning regarding the library's participation in Frontier Days parade by constructing a "Covered Wagon Book Mobile" float. The library participated in the Eaton County Fair and will be participating in the Olivet Fireman's Festival. The library is participating in a "Coin War" to raise funds for the Eaton County Courthouse Museum. The staff member with the most money in their jar at the end of the summer will get a pie in the face. Patrons contribute money and can drop their name in with their donation for the person they want to pie. We will draw names out of the winning staff member's jar for one lucky person to pie the winner.

#### **Old Business:**

- Awareness Committee: Transitioned to Your Library, Yes committee consisting of community members to advocate for library millage.
- Lawn Sign: Deferred to next month (August) meeting.

#### **Annual Meeting:**

- Resolution Establishing Regular Meetings: September meeting date is moved to the fourth Thursday of the month instead of the third for the 2023 year. Member Tirrell motions to approve the drafted Resolution Establishing Regular Meetings. Member Wilson seconded the motion. Motion passed.

- Election of Officers: Member Wilson motion for continuation of the current Officers as follow:
  - President – Member Borrelli
  - Vice President and Secretary – Member Tirrell
  - Treasurer – Member Wilson

Member Monschein seconded the motion. Motion passed.

- Committee Appointments: Member Wilson motions to keep existing committees as stated:
  - Personnel – Member Cook and Member Sloan
  - Finance – Member Wilson and Member Tirrell
  - Building – Member Monschein and Member Dyer

Member Monschein seconded the motion. Motion passed.

Meeting adjourned at 8:10 p.m.

Sara Horn