

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

October 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 October 19th at 7:00 p.m.

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

Absent: Robert Monschein

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

President Borrelli called the meeting to order at 6:59 p.m.

Approval of Agenda: Member Dyer motion to approve the amended agenda with addition of “Director Evaluation” under New Business. Member Tirrell seconded the motion. Motion passed.

Public Comments: Mention of a one-star review on Google business page for the library followed by other positive highlights.

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the September 28, 2023, with minor corrections. Member Sloan seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report and pay current bills with additional bill to FOX47 (in the amount up to \$650). Member Cook seconded the motion. Motion passed.

Director’s Report:

As printed; highlights include:

- Executive Summary: Townships have begun responding to the letters requesting a millage. Most are looking for more information. Fall programming continues as well as planning for the Winter Reading Program. The Library of Michigan Annual Report is now open for CCL staff to begin completing this for our 22/23 fiscal year.
- Staff: Two staff members attended the Michigan Library Association’s Annual Conference on Oct. 18th in Kalamazoo. Two different staff members will participate in the Library of Michigan’s Beginning Workshop. The professional development opportunity is now online and asynchronous.
- Marketing: The “We Read Library Books” yard sign campaign has distributed all signs. The library’s monthly PSA in the County Journal was about this campaign and the reasoning behind it. The library will again contribute/participate in the FOX47 Lighted Holiday Parade Commercial partnership with the Chamber of Commerce.
- Facilities/Collection/Services: Gate Count September 2023 = 5292 – September 2022 = 5062 – September 2021 = 4439. The picnic table and waste receptacles have been ordered for the newly renovated outside space. The Charlotte City Council reaffirmed the agreement partnership, and the library will receive those funds. Broken sidewalk concrete slabs adjacent to the staff parking area have been replaced.

- Collection: The library recently added a mobile Disc Golf Kit to the Beyond Books Collection and is available for checkout. The library is looking into adding additional hotspots.
- Services: School cards for the Charlotte Public Schools and St. Mary's have been issued for the 2023 – 2024 school year.
- Programming: Library staff have begun planning our Winter Reading Program.

Upcoming Oct/Nov. Events/Programming

- Fiber Circle – Weekly on Mondays (All Ages)
- Story Hour – Weekly on Tuesdays (Youth)
- Baby and ME – Weekly on Thursdays (Youth)
- Preteen Reads – Monthly (Youth)
- Craft Club Jr – Monthly (Youth)
- Crafty Story Time – Monthly (Youth)
- On the Same Page Book Club – Monthly (Youth)
- YA Book Club – Monthly (Youth)
- One More Chapter Book Club Monthly (Youth)
- CharLit Adult Book Club – Monthly (Adult)
- Hunt a Killer Myster – October 26 (Adult)
- Kids Halloween Party – October 28 (Youth)
- “Bar” Crawl – November 6 (Adult) *Patrons will submit a “bar” recipe (like brownies or lemon bars) and then bake them for the event for others to try and vote for their overall favorite.*
- Michigan's Poet Laureate – November 17 (Adult)
- Eating for Balanced Blood Sugar, Joint Health and Mobility – November 29 (Adult)

Adult September 2023 Programming

- Fiber Circle (every Monday) – 37 attendees for the month
- Author Visit (Kathi Swan) - 19
- Fall Wall Hanging Craft – 5
- Beginners Knitting Workshop - 13
- CharLit (Adult Book Club) – 9
- End of September Movie - 3

Youth September 2023 Programming

Passive program: Dot Day, a mixture of youth and adults turned in 38 dots.

In-House Program	Number of Times Met	Total Number in Attendance
Story Hour	3	23
Baby & Me	3	57
Minecraft	1	10
It's Elementary	1	2
Craft Club	1	4
Total	10	96

Out-of-House Program	Number of Times Met	Total Number in Attendance
Back to School Bash	1	200
Dancing Bear Daycare visit	1	9
A's Playcare Daycare visits	1	4
Total	3	213

- Community: The library has been asked by the city to give input regarding the library related to the City's strategic plan. The Friends of the Library annual book sale was the first week of October and was the most financially successful sale to date.

Old Business:

- "Your Library Yes! Committee: Townships have begun responding to the letters sent by the Library Board requesting them to join the District Library (millage). Most are looking for more information currently. Member Dyer brought up about looking into getting the different School Districts to the join the library.
- Board Training: Director Votta spoke with Kate from Woodlands Cooperative about doing in-person training with the Library Board scheduling it before a normal scheduled meeting.

New Business:

- Independent Bank CD: This CD period is finishing on November 8th. Member Dyer motions to rollover the current CD up to 12 -month, left up to the discretion of the Financial Officer. Member Wilson seconded the motion. Motion passed.
- Director's Evaluation: Personnel Committee met and is proposing \$3,000 (pro-rated) until June 2024 when his contract is reviewed. Director evaluation will be conducted a few months prior to the contract end date (June 2024). Member Cook motions to increase salary from \$69,670 to \$72,670 until June 2024. Member Wilson seconded. Motion passed.

Across the Square (community quilting group) sadly disbanded, but graciously donated \$806.40 to the Charlotte Community Library. It was conveyed that it is the hope that the library split the donation between the Adult Services and Youth Services.

Meeting adjourned at 7:52 p.m.

Sara Horn