

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

January 18, 2024

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 January 18th at 7:00 p.m.

Roll Call was taken: Gloria Wilson – Here, Eunice Borrelli – (via Zoom, as listening member), Keith Tirrell - Here, Mary Sloan - Here, Robert Monschein - Here, Cindy Cook - Here, and Curtis Scott - Here

Absent:

Also, Present: Librarian Sara Horn (note taker), Assistant Director Ann Goeman, Financial Services Manager Ashley Frost and Ailie Weaver (Auditor)

Vice President Tirrell called the meeting to order at 7:01 p.m.

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

Audit Presentation: Ailie Weaver reported on the library's audit for the year ended on June 30, 2023; they stated that the library had a clean audit. Member Sloan motions to accept the audit report as presented. Member Scott seconded the motion. Motion passed.

Public Comments: None

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the November 16, 2023, meeting. Member Cook seconded the motion. Motion passed.

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

Manager's Report:

As printed; highlights include:

- Executive Summary: The State of Michigan annual report has been successfully submitted for the 2022-2023 fiscal year.
- Staff: Staff had their annual in-service on Monday, January 15th. The staff has received their annual 2% increase and minimum wage increased to \$10.33 from \$10.10.
- Facilities/Collection/Services: Gate Count: December 2023 - 4895, December 2022 – 3966. Early this month the gate count reset to zero, meaning the library reached a million patrons through the gates since they were installed. The plumbers were here to install a new filter in the drinking fountain, and a lock smith was in to repair the key mechanism on the front door. Potterville installed new phones across the library. Lions Club has generously offered to purchase a new vacuum for the Spartan Room. They are purchasing through the Cycle shop and have used the recommendation from the library on which vacuum. The new fire panel will be installed on January 25-26. The library purchased a Meta Quest 3 virtual reality device to circulate and will be available soon. The board game Hunt A Killer – Death at the Dive was added to the beyond book collections and is sitting on the shelf.

- Programming:

Upcoming January/February Programs:

- Fiber Circle (Every Monday)
- Salt & Pepper Shaker Snowmen Craft (1/19)
- YA Book Club (1/23)
- CharLit – Adult Book Club (1/24)
- Craft Club (1/26)
- One More Chapter Book Club (1/30)
- Managing Digital Images (2/1)
- Craft Club Jr. (2/2)

- Crafty Storytime (2/5)
- Story Hour (Every Tuesday)
- Preteen Reads (2/6)
- Global Play Day (2/7)
- DIY Coffee Scrub with Alesha (2/8)
- Beginner Macrame Workshop (2/12)
- One the Same Page (2/13)
- Baby & Me (2/15)

Adult December 2023 Programming

- Fiber Circle – 44
- Book Talk with Cheryl Bychek – 16
- Wine and Winter Landscapes – 23
- Pine Tree Mug Ornament (Take & Make) – 24
- No CharLit due to holiday scheduling

Total: 107

Youth December 2023 Programming

In-House Program Name	Number of Times Met	Total Number in Attendance
Christmas PJ Story Time	1	30
CAHG Visit— Homeschool group	1	45
Story Hour	2	19
Baby & Me	2	50
Crafty Story Time	1	5
It's Elementary	1	3
Preteen Reads	1	3

Out-of-House Program Name	Number of Times Met	Total Number in Attendance
Galewood	1	8
Dancing Bear	1	11
Oswill's	1	4
A's	1	5
Total	4	28

On the Same Page	1	6
YA Book club	1	4
Total	10	135

- Community: Brookfield and Walton Township and the City of Olivet have signed the resolution to become members of the district of the Charlotte Community Library and will allow the ballot question of joining with a 1.4 mil to their voters in the August 6, 2024, election. The library will move forward with a petition in Chester Township when all the material is ready.

Old Business:

New Business:

- Board Training: Free webinars hosted by the Library of Michigan. Librarian Horn will schedule to have them in the Spartan Room for viewing.
- Circulation Policy Draft: Member Sloan motions to accept the change to the circulation policy as well and corrected edits dealing with overdue fine statements. Member Wilson seconded the motion. Motion passed.
- Meeting Room Policy Draft: Member Wilson motion to change reservation from 6 months to 3 months. Member Cook seconded the motion. Motion passed.
- Library Director Search: The job posting has been sent out through the Michigan Library Listserv. Joe Davis was asked and accepted to be the community member to take part in the search with the Library Board Personnel Committee. Deadline for applications will be February 15, 2024.
- New Library District Agreement: Councils from Carmel and Eaton Township and City of Charlotte need to approve the potential changes to the Library District. Member Sloan motions for the lawyer to draft a letter to send to the current district areas. Member Scott seconded the motion. Motion passed.
 - Member Wilson motions to approve the petition for Chester Township. Member Sloan seconded the motion. Motion passed.
- Approval of Interim Management for the Library: The management team consists of the Financial Manager, Adult Services Librarian, Director of Youth Services and Assistant Director. With final and immediate situations handled by the Assistant Director. Member Wilson motions to approve the interim management of the library stated above. Member Cook seconded. Motion passed.

Meeting adjourned at 8:35 p.m.

Sara Horn