

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

November 16, 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 November 16 at 7:00 p.m.

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

Absent: Cindy Cook

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

President Borrelli called the meeting to order at 6:58 p.m.

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

Public Comments: None

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the October 19, 2023. Member Tirrell seconded the motion. Motion passed.

Financial Report: Member Tirrell motions to approve the financial report and pay current bills. Member Monschein seconded the motion. Motion passed. Under the direction from our auditor, the library is allocating our Unassigned Fund Balance as follows:

- Operating Contingency Fund Balance is the first priority - equivalent to 25% of the annual operating budget.
- The Capital Improvements Fund is the second priority - up to 25% of the annual operating budget.
- The Technology Replacements and Improvements Fund is the third priority and will include any remaining fund balance otherwise unassigned.

Member Sloan motions to pay all the bills through January 2024. Member Tirrell seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- Executive Summary: Library underwent its annual financial audit, and no concerns were indicated in the Management Discussion and Analysis report. The auditor will present at the January 2024 Library Board Meeting. Received our annual valuation report from MERS. While their actual valuation declined 10.61% over the reported period, with our contribution and smoothed over a five-year period we improved one percent to 74% funded. The staff is now working on the Library of Michigan Annual Report for our 22/23 Fiscal Year.
- Staff: Two staff members attended the Michigan Library Association's Annual Conference on October 18th in Kalamazoo. Two other staff members are currently participating in the Library of Michigan's Beginning Workshop.

- Marketing: The “We Read Library Books” Yard Sign Campaign has concluded with distributing all the prizes and thanking all the sponsors. There continues to be inquiries about the signs and likely there will be another round of this campaign next year. The Library filmed our 2023 FOX47 Lighted Holiday Parade Commerical, in partnership with the Chamber of Commerce. Set to air in early December, we have not received dates or times yet.
- Facilities/Collection/Services: Gate Count October 2023 = 5654 – October 2022 = 4788 – October 2021 = 4521. The picnic table and waste receptacles have arrived and been assembled. The library is processing the paperwork for reimbursement from the Eaton County Parks. The library underwent its first annual inspection of the HVAC units and seasonal maintenance of our humidifiers. The library is adding a collection of Holiday albums courtesy of the Friends of the Library, additional hotspots, and board games to the Beyond Books Collection.
- Programming:
Upcoming November/December 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)
 - Craft Club – Monthly (Youth)
 - Michigan’s Poet Laureate – November 17 (Adult)
 - Eating for Balanced Blood Sugar: Joint Health and Mobility – November 29 (Adult)
 - CharLit – Monthly (Adult)
 - Adult Take and Make (Pick-up begins) – December 8
 - Christmas PJ Story Time – December 8 (Youth)
 - American Roulette (A Novel) Presentation – December 9 (Adult)
 - Wine and Winter Landscapes – December 15 (Adult)
 - Minecraft – December 22 (Youth)

Adult October 2023 Programming

- Fiber Circle: 63 attendees for the month
- Decoupage with Fire: 9 individuals
- Melt and Pour Soap: 12 individuals.
- Hunt A Killer: 3 individuals
- CharLit: 17 individuals

Total: 104

Youth October 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
Kids Halloween Party	1	61
Story Hour	5	50
Baby & Me	4	88
Crafty Story Time	1	4

One More Chapter	1	9
Craft Club Jr	1	4
Minecraft	1	10
Preteen Reads	1	4
On the Same Page	1	6
YA Book Club	1	5
Total	17	241
Out-of-House Program	Number of Times Met	Total Number in Attendance
Oswill Daycare visit	1	6
Dancing Bear Daycare visit	1	9
A's Playcare Daycare visits	1	4
Total	3	19

- Community: Youth Services staff are conducting monthly daycare visits. The Director of Youth Services participated in the monthly Greater Federation of Women's Clubs (GFWC) Tea and Tomes Book Club.

Old Business:

- "Your Library Yes! Committee: Meet Tuesday, November 14 and as of today none of the contracts have given the library an official answer regarding putting the millage on the ballot. Next committee meeting will be Tuesday, December 12, 2023.
- Independent Bank CD: Member Wilson (Treasurer) selected a 5% Treasury for a period of one year to renew the CD due on 11/30/2023.

Effective Monday, November 13th – Brandon Dyer is no longer a member of the Charlotte Community Library Board.

New Business:

- December 2023 Meeting: Member Sloan motions that the Charlotte Community Library Board will not meet in the month of December 2023. Member Wilson seconded the motion. Motion passed.

Meeting adjourned at 7:57 p.m.

Sara Horn