

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

February 15, 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 February 15th at 7:00 p.m.

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

Absent: Cindy Cook

Also, Present: Librarian Sara Horn (note taker) and Assistant Director Ann Goeman

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

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

Public Comments: None

Approval of Minutes: Member Sloan motions to approve the drafted minutes of the January 18, 2024, meeting. Member Wilson seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report and pay current bills. Member Monschein seconded the motion. Motion passed. Member Sloan motions to approve \$3,000 for Angeline Boulley, Great Michigan Reads, author visit. Member Monschein seconded the motion. Motion passed.

Manager's Report:

As printed; highlights include:

- Executive Summary: The Charlotte Community Library was awarded \$5,000 from the Sentry Custom Security 2024 contest. The Youth program, Parkour, was a successful collaboration with ALIVE. The last winter session was on February 9th and will return later.
- Staff: The Adult Services Librarian was able to negotiate for a virtual program with Great Michigan Reads author, Angeline Boulley. More details to come.
- Marketing: February is Library Lovers Month. There a quite a few promotions going on in the library to promote love for the library. Hearts are going up in both the adult and youth areas. A social hour is being facilitated for February 16th after the library closes for the day. There will be games, food, and fun!
- Facilities/Collection/Services: Gate Count: January 2022 – 3698, 2023 – 5176, 2024 – 5326. Keeper, password security/management software, was installed on all staff computers. The Library had the carpets cleaned throughout the entire building including the staff area and Spartan Room. A new fire panel was installed. Through Woodlands the Library will be getting Craft and Hobby digital resource. More details and promotional material are still to come.

- Programming:

- **Upcoming February/January Programs:**

- Minecraft (2/16)
 - Love in the Stacks Social Hour (2/16)
 - Story Hour (Every Tuesday)
 - YA Book Club (2/20)
 - Baby & Me (Every Thursday)
 - DJ Bingo (2/22)
 - Craft Club (2/23)
 - Fiber Circle (Every Monday)
 - One More Chapter Book Club (2/27)
 - CharLit (2/28)
 - Craft Club Jr (3/1)
 - Crafty Story Time (3/4)
 - Preteen Reads (3/5)
 - It's Elementary (3/6)
 - The Great North American Eclipse (3/7)
 - One the Same Page (3/12)
 - Pendant Necklace Craft (3/15)
 - YA Book Club (3/19)

- **Adult January 2024 Programming**

- Warm Up with A Movie (met 6 times) – 11 total.
 - Fiber Circle (met 3 times) – 45 total.
 - Salt and Pepper Shaker Snowmen Craft – 5 total.
 - CharLit – 9 total.

Total: 70

- **Youth January 2024 Programming:**

<u>In-House Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Craft Club	1	10
Crafty Story Time	1	7
One More Chapter	1	11
Craft Club Jr	1	6
On the same page	1	6
YA Book Club	1	4
Total	6	44

<u>Outreach Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Parkour at ALIVE	4	117
Oswill's	1	7
Totals	5	124

<u>Make-and-take Program</u>	<u>Taken</u>
Cabin Fever Craft #1: Penguin	16
Cabin Fever Craft #2: Snow measuring stick	17
Cabin Fever Craft #3: Paper plate polar bear	9
Totals	42

- Community: Brookfield Township has rescinded the resolution to join the Charlotte Community Library District on Monday, February 5th.

Old Business:

- Library Director Search: Deadline for applications ends on February 15th and the next steps will the Personnel Committee will review the applications for zoom interviews.
- New Library District Agreement:
 - Discussion on drafted amendment from attorney: Minor changes to page 7 regarding the Library's fiscal year. Member Wilson motions to accept the drafted amendment to the Charlotte Community Library Agreement. Member Scott seconded the motion. Roll Call Vote – Member Wilson – Yes, Member Scott – Yes, Member Monschein – Yes, Member Sloan – Yes and Member Tirrell – Yes. Motion passed.
 - Discussion on board seat division if new municipalities are added: The following is contingent on any new municipalities: Member Curtis Scott from the City of Charlotte will step down on August 7th. Member Mary Sloan from Carmel Township will step down on August 7th. Member Cindy Cook from Eaton Township will step down on August 7th.
 - Lawyer Packet – ballot language and letter to current & new municipalities: Letters will be sent to the municipalities (current & new) next week.
- Revisit the Library sign issue: Member Wilson motions to purchase the Library sign as proposed. Member Cook seconded the motion. Motion passed.
- Revisit the check in scanner items: The current proposal does not show the use of the \$5,000 award the Library received. Member Sloan motions to purchase the self-checkout scanner as proposed. Member Wilson seconded the motion. Motion passed.

New Business:

- Building Maintenance Issues (west side exterior and east side interior): The west side exterior wall is deteriorating. East side exterior (location of the study tables) has some water damage and needs a paint refresh. The Library will contact a few local contractors to have them come out to assess the areas and give an expert opinion on what is needed.

Meeting adjourned at 8:31 p.m.

Sara Horn