

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

March 21, 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 March 21st at 7:00 p.m.

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

Absent: None

Also, Present: Librarian Sara Horn (note taker)

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

Approval of Agenda: Member Cook motion to approve the agenda with additions to New Business (Facilities Update Quotes, Update on the Millage Campaign and Narcan & AED Machine). Member Cook seconded the motion. Motion passed.

Public Comments: One (read during the discussion regarding the Library Director Search).

Approval of Minutes: Member Wilson motions to approve the drafted minutes of the February 15, 2024, meeting, and the Special Meeting on March 19, 2024, with minor correction to each. Member Sloan seconded the motion. Motion passed.

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

Manager's Report:

As printed; highlights include:

- **Executive Summary:** The Winter Reading Program wrapped up on March 2nd with 114 youth and 55 adults participating by turning in at least one completed reading log.
- **Staff:** Ashley Frost, Financial Services Manager, is continuing her education with a Financial Cohort; she is half-way through the program. Cohort is sponsored by the Library of Michigan and the University of Georgia.
- **Marketing:** The Library has placed an ad in the County Journal for their 2024 Annual Chamber in Review Special Section. We are promoting the availability of eclipse glasses for pick up at no charge to patrons. Glasses are made possible by Space Science Institute: Solar Eclipse Activities for Libraries (SEAL) program. A small committee of staff members have begun discussing events/promotions to highlight the Library turning 130 this year.
- **Facilities/Collection/Services:** Gate Count: February 2022 – 3842.5, 2023 – 4999, 2024 – 5401. The price of the self-checkout scanner the Library is purchasing from Sentry decreased by \$3,000. A representative from Anderson Construction came to view the exterior and interior spaces that need maintenance updates. They will submit an itemized proposal. Painters also stop by to look at the interior space for a quote. Potterville is finalizing and implementing a new

calendar/program registration system for the Library. Should be up and running within a week barring any complications.

- Programming:

Upcoming March/April Programs:

- Lighted Cloud Craft (3/22)
- Fiber Circle (Every Monday)
- Story Hour (Every Tuesday)
- One More Chapter Book Club (3/26)
- Charlit – Adult Book Club (3/27)
- Baby & Me (Every Thursday)
- Minecraft (3/29)
- Glass Etching Adult Craft (4/2)
- Craft Club Jr. (4/5)
- Crafty Story Time (4/8)
- Eclipse Viewing Party (4/8)
- Preteen Reads (4/9)
- Songs and Stories of Ireland with Enda Reilly (4/11)
- Minecraft (4/12)
- On the Same Page (4/16)

Adult Programming (February 2024)

Managing Digital Images – 6 total.
 Fiber Circle (met 3 times) – 42 total.
 DIY Coffee Scrub – 14 total.
 Love in the Stacks Social Hour – 5 total.
 DJ Bingo – 8 total.
 CharLit – 11 total

Total: 86

Youth Programming (February 2024)

<u>In-House Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Global Day of Play	1	39
Craft Club	1	6
Minecraft	1	8
Baby & Me	3	66
Crafty Storytime	1	11
Story Hour	4	42
One More Chapter	1	11
Craft Club Jr	1	10
Preteen Reads	1	3
On the Same Page	1	7
YA Book Club	1	4
Total	15	168
<u>Outreach Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Parkour at ALIVE	2	36
Barlett --daycare	1	3
Play Garden -- daycare	1	12
Oswill's --daycare	1	4
Totals	5	55

<u>Make-and-take Program</u>	<u>Total Number taken</u>
Cabin Fever Craft #3: Paper plate polar bear	2
Cabin Fever Craft #4: Magic wand	20
Cabin Fever Craft #5: airplane valentine	19
Cabin Fever Craft #6: Yeti	17
Cabin Fever Craft #7: Gnome bags	10
Totals	68

- Community: Petitions for Chester Township are out in the community and members of the petition committee are collecting signatures.

Old Business: None

New Business:

- Narcan & AED Machine for the Library: Member Monschein recommends looking into getting a kit for Narcan and AED machine for the library. Staff would need training related to these. Table further discussion to next meeting.
- Facilities Update Quotes: Received a quote to clean, seal and re-stripe lines in the parking lot from Eric Rogers. Received a quote to update the exterior of the building and front interior area from Anderson Constructions & Concrete. Will be getting a second option regarding the outside back doors. Received a painting quote for the front interior area from Shorelines Painting Co. Further discussion is tabled until the next meeting.
- Updated on the Millage Campaign: Petition for Chester Township is circulating. The City of Olivet and Eaton Township have signed the new District Agreement. The City of Charlotte will be discussing the agreement at their next meeting. Carmel Township is discussing the agreement at their meeting (3/21).
- Conflict of Interest Wavier: Member Sloan motions to approve the wavier and authorize for Vice President Keith Tirrell to sign the letter. Member Monschein seconded. Motion passed.
- Petitioning at the Library: Member Sloan motions to approve petitioning at the Library with additional guidelines to be written by Library Staff. Member Cook seconded the motion. Motion passed.
- Sign/Self-Checkout Funding Transfer: Member Sloan motions to make the loan to the Fund Balance a permanent transfer into the library's budget. Member Scott seconded the motion. Motion passed.
- Library Director Search: Public comment from a community member was read before discussion amongst the board members. Member Scott motions to offer the Library Director position to Kristina Reynolds. Member Cook seconded the motion. Roll Call Vote: Member Wilson – yes, Vice President Tirrell – yes, Member Sloan – yes, Member Cook – yes, Member Monschein – yes and Member Scott - yes. Motion passed. Library Board will offer \$63,000 salary plus benefits.

Vice President Tirrell would like to voice his appreciation to Ann Goeman, Sara Horn and the Personnel Committee for the promptness and work during these times.

Meeting adjourned at 8:24 p.m.

Sara Horn (draft for approval)