

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

April 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 April 18<sup>th</sup> at 7:00 p.m.

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

**Absent:** None

**Also, Present:** Kristina Reynolds, Staff Member Caitlyn Tanner (note taker), Assistant Director Ann Goeman and member of the public Dave Ulrey

President Borrelli called the meeting to order at 7p.m.

**Approval of Agenda:** Additions to New Business are: Interim Staff Director Compensation and Bank Signatures. Member Scott motion to approve the agenda with additions. Member Tirrell seconded the motion. Motion passed.

**Public Comments:** Dave Ulrey voiced concerns about the Library garden and wishes for further improvements via the Friends of the Charlotte Community Library. There have been many public mentions praising the eclipse watch party event to various staff members.

**Approval of Minutes:** Member Wilson motions to approve the drafted minutes of the March 21, 2024, meeting. Member Cook seconded the motion. Motion passed.

**Financial Report:** Member Wilson motions to approve the financial report and pay current bills. Member Scott seconded the motion. Motion passed. Discussion regarding the EV Charger usage and how many unique users is tabled to next month's meeting.

**Manager's Report:**

As printed; highlights include:

- Executive Summary: For the April 2024 Solar Eclipse; the Library received solar eclipse glasses from the Space Science Institute: Solar Eclipse Activities For Libraries (SEAL) program. We gave out all 2,000 glasses to the community including the CUE and Hope Landing.
- Staff: Christina Stuck, Director of Youth Services, has accepted a position at another institution and her last day will be April 26<sup>th</sup>. Maura Carter will be the new Youth Director beginning April 29<sup>th</sup>. Also, Ashley Frost, Financial Manager, will be leaving the Library at the end of May.
- Marketing: A video of Addie K. speaking about eclipse glasses had gone viral on the Library's Instagram account (posted on 3/19) with 824,389 views; 17,139 likes and 2,902 shares.
- Facilities/Collection/Services: Gate Count: March 2022 – 4,507, 2023 – 6,281, 2024 – 5,642.5. That library received quotes from Izzy's Glass and Door and Grand Ledge Paving. Potterville is finalizing the new program registration system.

- Programming:

- Upcoming Apr/May Programs:

- FOL Program (4/20)
    - Fiber Circle (Every Monday)
    - Story Hour (Every Tuesday)
    - YA Book Club (4/23)
    - Charlit (4/24)
    - Baby & Me (Every Thursday)
    - Craft Club (4/26)
    - One More Chapter Book Club (4/30)
    - Craft Club Jr. (5/3)
    - Crafty Story Time (5/6)
    - Basic Smartphone Photograph Workshop (5/7)
    - On the Same Page (5/14)
    - It's Elementary (5/15)

- Adult Programming (March 2024)

- Fiber Circle (met 4 times) – 61 total.
    - The Great North American Eclipse – 14 total.
    - Eclipse Keepsake Craft – 16 total.
    - Lighted Cloud Craft – 5 total.
    - CharLit – 14 total
    - **Total: 110**

- Youth Programming (March 2024)

<u>In-House Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Craft Club	1	4
Minecraft	1	8
Baby & Me	4	110
Crafty Storytime	1	0
Story Hour	4	35
One More Chapter	1	4
It's Elementary	1	7
Craft Club Jr	1	9
Preteen Reads	1	4
On the Same Page	1	7
YA Book Club	1	4
<b>Total</b>	<b>17</b>	<b>192</b>
<u>Outreach Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
SMS Tour	1	37
A's Learn and Grow --daycare	1	6
Play Garden -- daycare	1	12
Oswill's --daycare	1	6
<b>Totals</b>	<b>5</b>	<b>57</b>

- Community: Carmel Township held a special meeting on April 4<sup>th</sup> and the Proposed Amendments for the District Library was passed by a majority vote. As of April 9<sup>th</sup>, the petition committee for Chester Township had collected 65 signatures.

### Old Business:

- **Narcan & AED Machine:** Member Monschein showed the attendees the vendor Cintas for AED machines. The company does provide training and maintenance in purchased through them. Member Cook has a friend who can assist the Library will getting an AED machine and training. Member Mondschein wants the Library to get Narcan; it has been expressed to the board through a member of the community that has experience with it that Narcan is dangerous. Someone will check with the Charlotte Chief of Police to see what the area drug overdose rates are. More follow-up about both AED and Narcan at the May meeting.
- **Facilities Update Quotes:**
  - Member Monschein suggests accepting the quote from Eric Rodgers for the parking lot. Member Monschein motions to accept the quote from Eric Rodgers for the parking lot improvements. Member Tirrell seconded the motion. Motion passed.
  - It was restated that the back outside doors is crumbling and should be totally replaced. Assistant Director Goeman and Member Monschein suggest going with the quote from Izzy's Glass & Door. Further discussion is posted until all bids are received.
  - Issue regarding upkeep to the front area of the interior of Library. One contractor stated the Library should replace the drywall. Discussion on replacing the drywall has been tabled for now. The area needs a fresh coat of paint and a second bid for painting will be coming soon. Further discussion about painting at the next meeting.
  - Additional outdoors maintenance issues: Crack near the staff parking and stucco should be addressed sooner rather than later. Power washing of the stucco needs to be done regardless. Further discussion will be tabled until the next meeting.
  - Member Tirrell wants to investigate repairs instead of replacements to save money. Need to keep in mind maintenance vs. cost and being good stewards of the taxpayer's money.
  - Funds for the updates based on approval will come from the Facility Maintenance/Improvement line of the Library's budget.

### New Business:

- **Approval and Signing of the Resolution to Amend the District Library Agreement:** Member Tirrell motions to approve the Resolution to Amend the District Library Agreement. Member Scott seconded the motion. Motion passed.
- **Motion for Special Meeting regarding accepting the petition from Chester Township:** Discussion concluded that a special meeting was no longer needed.
- **Financial Manager Position Reorganized:** Financial Manager reorganization is a work in progress. More will be determined after staff member has given an answer regarding a few scenarios. Discussion tabled.
- **Interim Staff Director Compensation:** Compensation will be divided amongst the staff based on their position (full-time, part-time, etc.). Compensation will be given out via individual paychecks. Member Wilson motions to divide compensation among staff based on their type of employment. Member Cook seconded the motion. Motion passed.
- **Bank Signatures:** David Votta will be removed, and Kristina Reynolds will be listed as an official signer. Member Wilson motions to remove David Votta and add Kristina Reynolds (Library Director) to bank signatures. Member Monschein seconded the motion. Motion passed.

- **Community Welcome Event for Kristina Reynolds:** Community event to welcome Kristina Reynolds as the Library Director will take place on May 30<sup>th</sup>. Joint funding via the Board of Trustees and Friends of the Charlotte Community Library.

Meeting adjourned at 9:05 p.m.

Caitlyn Tanner