

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

May 16, 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 May 16th at 7:00 p.m.

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

Absent: Keith Tirrell

Also, Present: Library Director Kristina Reynolds, Financial Services Manager Ashley Frost and Librarian Sara Horn (note taker).

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

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

Public Comments: None

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

Financial Report: Member Scott motions to approve the financial report and pay current bills with additional bills to H&L (\$2,495) and JDL (\$9.67). Member Monschein seconded the motion. Motion passed.

Manager's Report:

As printed; highlights include:

- Executive Summary: Kristina Reynolds first day was May 1st and she has been settling in. A Welcome Reception is scheduled for May 30th for members of the public to meet the new Library Director.
- Staff: Maura Carter started as the Director of Youth Services on April 29th and Emma Kaiser was hired to work the summer months in the youth department. The Library is currently in the process of hiring a part-time circulation desk and youth services assistant.
- Marketing:
- Facilities/Collection/Services: April 2022 – 4,550.5, 2023 – 5,128.5, 2024 – (has not be calculated yet). The Library has put down deposits for sign and they company is currently working on getting the permits in order. Once those are done it should be a six-week turnover for installations. The deposit was also placed for the parking lot and kick plate improvements, but we are currently not on their schedule. Online pre-registration process is up and running for all programs requiring registration. Registrants need a library card and an email address to sign up.

- Programming:

- Upcoming May/June Programs:

- Homemade Bug Repellant (5/17)
 - Bringing Literature to Life (5/19)
 - Fiber Circle (Every Monday)
 - Hunt A Killer (Every Wed.)
 - Charlit (5/22)
 - Minecraft (5/24)
 - Welcome Reception (5/30)
 - Craft Club (5/31)
 - Crafty Story Time (6/3)
 - Craft Club Jr. (6/7)
 - Virtual Visit with Angeline Boulley (6/8)
 - Fuse Bead Fun (6/12)
 - Summer in the Park (6/18)
 - Baby & Me (6/20)

- Adult Programming (April 2024)

- Fiber Circle (met 5 times) – 54 total.
 - Glass Etching – 18 total.
 - Eclipse Watch Party – 37 total.
 - Songs and Stories of Ireland – 32 total.
 - CharLit – 13 total
 - Total: 154**

- Youth Programming (April 2024)

<u>In-House Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Craft Club	1	5
Minecraft	1	10
Baby & Me	3	74
Crafty Storytime	1	6
Story Hour	3	32
One More Chapter	1	6
YA Book Club	1	4
Craft Club Jr	1	7
Preteen Reads	1	4
On the Same Page	1	4
Total	14	142
<u>Outreach Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Parkour @ ALIVE	2	52
A's Learn and Grow --daycare	1	4
Play Garden -- daycare	1	16
Oswill's --daycare	1	8
Barlett – daycare	1	0
Totals	6	80

- Community: Chester Township petition was successful, and the residents of that area will vote in August 2024 on joining the District Library. The Library of Michigan approved the Library amended District Library Agreement.

Old Business:

- **Narcan & AED Machine**: Member Cook and Director Reynolds received information regarding cost for an AED machine. Director Reynolds will follow up with the Women's Club about assisting in purchasing the machine. Further discussion is tabled until more information is gathered. Director Reynolds will gather statistics from the Police Department regarding Police response time and their use of Narcan.
- **Facilities Update Quotes**: Landscaping was completed earlier this week and looks great. Director Reynolds recommends getting the doors replaced and for the Board to consider the quote from Izzy's Glass and Door. Member Sloan motions to accept the quote from Izzy's Glass Door for replacing the three outside doors on the northside of building. Member Scott seconded the motion. Motion passed.
- **Financial Manager Position Reorganization**: Non-financial responsibilities have been given to other staff members. The Financial Manager will work from home with one day in the office a week handling the financial responsibilities only.
- **Welcome Reception**: On May 30th an invitation get-together will be held from 4pm-5pm; with a summer kick-off party happening right after from 5pm-7pm.

New Business:

- **Budget for 2024-2025 Fiscal Year**: Financial Manager gave an overview of both the Amended Budget for 2023-2024 and the Proposed Budget for 2024-2025. Further discussion tabled until next month for the Budget Hearing.

Meeting adjourned at 8:34 p.m.

Sara Horn