

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

June 20, 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 June 20th at 7:00 p.m.

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

Absent:

Also, Present: Library Director Kristina Reynolds, and Librarian Sara Horn (note taker).

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

Approval of Agenda: Member Wilson motion to approve the agenda with additions under New Business the following: 2023/2024 Amended Budget, Michigan Class Investment Pool, Sage to Quickbooks Migration and under Old Business add the following Financial Manager Position Reorganization. Member Scott seconded the motion. Motion passed.

Public Comments: None

Approval of Minutes: Member Monschein motions to approve the drafted minutes of the May 16, 2024. Member Sloan seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report pending corrections on the Balance Sheet in relation to the Independent Bank CD as it was liquidated, and those funds were used for the Self-Checkout and Building Sign cost and pay current bills. Member Sloan seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- **Executive Summary:** I had a busy but fun first month. We Started at the bank updating our accounts to earn a higher interest. I attended the GWFC and applied for membership. I attended several staff meetings to familiarize myself with the library's routines. Reviewed the budget for the 2024-2025 fiscal budget. Attended the Eaton Township Meeting.
- **Staff:** Stacy Leiby was hired as a part-time circulation and youth services help. Ann Goeman went on a well-deserved vacation to Greece.
- **Marketing:** Helped Sarah Shaw put together a passport for summer. Starred in a 5 video series for Meet the Director. Sarah Shaw and Addie Kimmer went to various vendors to solicit prizes for summer reading
- **Facilities/Collection/Services:** May 2022 – 5281.5, 2023 – 5187.5, 2024 – 5913.5. The landscaping was completed, plus Member Monschein worked on removing the mold from the exterior walls. The permit was pulled for the new sign. Discussed with the Friends of the Library about a replacement tree and solar shades for the garden area. Library is providing color copies to 4-H participants at 10 cent per page.

- Programming:

- Upcoming June/July Programs:

- Minecraft (6/21)
 - Michigan Notable Author Visit: Audery Farley (6/22)
 - Fiber Circle (Every Monday)
 - Summer in the Park (Every Tuesday)
 - It's Elementary (6/26)(7/10)
 - Charlit (6/26)
 - Baby & Me (Every Thursday)
 - Craft Club (6/28)
 - Community CPR (6/29)
 - Crafty Story Time (7/1)
 - 3D Bookmark Craft (7/5)
 - Singing the Good Old Songs Again (7/16)

- Adult Programming (May 2024)

- Fiber Circle (met 4 times) – 56 total.
 - Hunt A Killer (met 6 times) – 30 total.
 - Basic Smartphone Photograph Workshop – 11 total.
 - Homemade Bug Spray – 17 total.
 - CharLit – 17 total
 - Total: 127**

- Youth Programming (May 2024)

<u>In-House Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Craft Club	1	5
Minecraft	1	8
Baby & Me	2	52
Crafty Storytime	1	4
Story Hour	3	32
One More Chapter	1	2
Craft Club Jr	1	8
Peter Rabbit	1	120
Total	9	207
<u>Outreach Program</u>	<u>Number of Times Met</u>	<u>Total Number in Attendance</u>
Parkour @ ALIVE	3	70
Play Garden -- daycare	1	15
Oswill's --daycare	1	5
Galewood Walking Tour	3	225
Totals	8	315

- Community: Held the Summer Kick-Off/Welcome Party and it was a huge success. Students from Galewood Elementary came and toured the Library.

Old Business:

- Narcan & AED Machine: Director Reynolds submitted a proposal to the GFWC about purchasing an AED Machine for the Library. The Library is waiting to hear back from the group. Each Fire

Department, EMS and Police Department of the City of Charlotte have access to Narcan and is close proximity to the Library.

- Facilities Update Quotes: The Library will pursue getting the exterior of the building power washed to refresh the exterior.
- Welcome Reception Review: Member Sloan would like to express her appreciation for those who assisted in making the event as successful as it was.
- Financial Manager Position Reorganization: The Library is searching for a new bookkeeper and the position has been posted. Director Reynolds and Assistant Director Goeman discussed that the financial responsibilities will be split among the Director, Assistant Director and backed up by the Director of Youth Services until an individual is hired. Director Reynolds will research other short-term options. Further discussion is needed.

New Business:

- 2023/2024 Amended Budget: Member Wilson motions to approve the amended 2023/2024 budget. Member Tirrell seconded the motion. Motion passed.
- Budget for the 2024-2025 Fiscal Year: Information listed below.
- Certification of the Tax Levy: Information listed below.
- Juneteenth Federal Holiday: Tabled for the July meeting.
- Review and Adoption of the Board Meeting Schedule: Tabled for the July meeting.
- Board Emails: The Library Board of Trustees email address is located on the Library's website under the Library Board page.
- LAFCU CD: CD came due on June 13th. The Library Board of Trustees will liquidate the funds and research an alternative investment option.
- Michigan Class Investment Pool: Tabled for the July meeting.
- Sage to Quickbooks Migration: Tabled for the July meeting.

2024/2025 Budget Hearing and Adoption of Budget: President Borrelli recessed regular meeting and opened budget hearing at 8:34p.m. Closed the budget hearing and reopened regular meeting at 8:45p.m. Member Wilson made a motion to accept the 2024/2025 Budget (Revenues of \$896,542 and Expenses of \$896,542). Member Cook seconded. Motion passed.

Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget: Member Wilson motions for Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget. Member Cook seconded. Motion passed.

Meeting adjourned at 8:57 p.m.

Sara Horn