

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

July 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 July 18<sup>th</sup> 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 Assistant Director Ann Goeman, and Librarian Sara Horn (note taker).

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

**Approval of Agenda:** Member Wilson motion to approve the agenda with addition of HVAC, Personnel Committee Update and Monthly Staff Meeting to New Business and Millage Update and Local Vendor Preference Policy to Old Business. Member Sloan seconded the motion. Motion passed.

**Public Comments:** None

**Approval of Minutes:** Member Cook motions to approve the corrected minutes of June 20, 2024. Member Scott seconded the motion. Motion passed.

**Financial Report:** Member Scott motions to approve the financials with the understanding that the expenditures report was hand reviewed and to pay current bills. Member Cook seconded the motion. Motion passed.

**Director's Report:**

As printed; highlights include:

- Executive Summary: The Library Director attended the City of Olivet Council meeting, Charlotte Chamber of Commerce meeting and the Charlotte Rotary meeting. The Library Director began learning the financial software Sage and reviewing the library's financial policies.
- Staff: Brittany Hartenburg was hired as a part-time circulation clerk. Both Kris Nickerson and Ashely Frost gave notice of leaving.
- Marketing: The Library continues to market ourselves with videos on social media. Library's social media accounts and videos have had increased in followers and views.
- Facilities/Collection/Services: June 2022 – 53,382.5, 2023 – 63,505.5, 2024 – 69,615.5. The parking lot was sealed. The Library has added quite a few new items into the Beyond Books Collection due to a large memorial donation.
  
- Programming:
  - Upcoming July/August Programs:**
    - Minecraft (7/19)
    - Science Alive (7/20)
    - Fiber Circle (Every Monday)
    - Summer in the Park (Every Tuesday)
    - Charlit (7/24)

- Baby & Me (7/25)
- Craft Club (7/26)
- Craft Club JR (8/2)
- Modern Woman's Self-Defense (8/6)
- Birthday Book Club (8/8)
- Minecraft (8/9)
- It's Elementary (8/14)

**Adult Programming (June 2024)**

	Times Met	Attendance
<b>Fiber Circle</b>	4	53
<b>Virtual Visit with Angeline Boulley</b>	1	16
<b>MNB Author Tour with Audery Clare Farley</b>	1	10
<b>Community CPR</b>	1	16
<b>CharLit</b>	1	13
<b>Total</b>	8	108

**Youth Programming (June 2024)**

	Times Met	Attendance
<b>Craft Story Time</b>	1	2
<b>Baby and Me</b>	2	39
<b>Craft Club Jr</b>	1	10
<b>Family Summer Movies</b>	1	100
<b>It's Elementary</b>	1	7
<b>Craft Club</b>	1	10
<b>Fuse Bead Fun</b>	1	16
<b>Summer in the Park</b>	4	230
<b>Total</b>	9	358

**Youth Outreach Programs (June 2024)**

	Times Met	Attendance
<b>Family Fun Day at Alive</b>	1	100
<b>St. Mary's</b>	1	10
<b>Total</b>	2	110

- Community: The Library had a booth at the Block Party that was held on Lovett Street during Celebrate Charlotte.

The Library Board of Trustees request that the Library Director provides Circulation Statistics in the Director's report from this meeting forward.

**Old Business:**

- AED Machine: Member Monschein presented to the other Board members a proposal from Neumann Safety for purchasing an AED Machine. Tabled for further discussion.

- Facilities Update: The back three doors to the building have been completely replaced. Painting in the front study area of the Library has been completed. Member Scott has inquired about the aging and condition of the building's roof.
- Financial Manager Position: The Library has offered the position to a well-qualified individual, Michael DeMartelaere, and he will begin July 29<sup>th</sup>.
- Local Vendor Preference Policy: The Purchasing Policy (under New Business) is the result of the Library Director reaching out to inquire about this with the Library's lawyer. No further discussion needed.
- Millage Update: President Borrelli updated the members about a letter to the editor in the County Journal (7/12) advocating for a no vote on the millage ballot question in Chester Township. Three community members have written responses and submitted them to the County Journal (7/19). The millage committee will be at the Fireman's Festival on Sat., July 27<sup>th</sup>.

#### **New Business:**

- Resolution Establishing Regular Meetings: Member Tirrell motions to approve the drafted Resolution Establishing Regular Meetings. Member Scott seconded the motion. Motion passed.
- Election of Officers: Member Wilson motions for continuation of the current Officers as follow:
  - President – Member Borrelli
  - Vice President and Secretary – Member Tirrell
  - Treasurer – Member Wilson
 Member Monschein seconded the motion. Motion passed.
- Committee Appointments: Member Wilson motions to keep committees as stated:
  - Personnel – Member Cook & Member Sloan
  - Finance – Member Wilson & Member Tirrell
  - Building – Member Monschein & Member Scott
 Member Sloan seconded the motion. Motion passed.
- Juneteenth Federal Holiday: Tabled until August 15<sup>th</sup> meeting.
- Michigan Class Investment Pool: Tabled until August 15<sup>th</sup> meeting.
- Sage to Quickbooks Migration: The Library's auditor has suggested migrating to Quickbooks after the audit has been completed. There a quite a few Quickbooks benefits verse Sage.
- Purchasing Policy: Petty Cash statement needs to be added. Further discussion is tabled until August 15<sup>th</sup> meeting.
- HVAC: A unit on the roof is no longer operating. Mark Woodman's have provided a quote for replacing the coil (\$11,000) or replacing the whole unit (\$19,000). Member Sloan motions to approve replacing the HVAC unit with Mark Woodman's. Member Scott seconded the motion. Motion passed unanimously with roll call vote.
- Personnel Committee Update: Met with the Library Director and discussed priorities and projects for the position.
- Monthly Staff Meetings: They have been moved to the second Tuesday of the month at 8:00am, if Board members wish to attend.

Meeting adjourned at 9:00pm.

Sara Horn