

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

August 15, 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 August 15th at 7:00 p.m.

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

Absent: Robert Monschein

Also, Present: Library Director Kristina Reynolds, Financial Manager Mike DeMartelaere, Caitlyn Tanner (note taker), Curtis Scott and Sarah Thomson.

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

Pledge of Allegiance

Approval of Agenda: Member Wilson motion to approve the agenda with small corrections to documents. Member Sloan seconded the motion. Motion passed.

As of August 7th, Curtis Scott is no longer a member of the Library Board in accordance with the new Library District Agreement following the addition of the City of Olivet to the District. Sarah Thomson will be joining the Library Board as a representative from the City of Olivet. The Library is awaiting a final letter from the Mayor of Olivet. She will serve until June 2025 and then be reinstated for a full three-year term.

Public Comments: Sarah T., as the soon to be City of Olivet Library Board Trustee introduced herself. Mike D. introduced himself to the Board as the Library's new financial manager.

Approval of Minutes: Member Wilson motions to approve the minutes of July 18, 2024. Member Cook seconded the motion. Motion passed.

Financial Report: Member Tirrell motions to approve the financials with document as is, to pay the current and additional bills. Member Sloan seconded the motion. Motion passed.

The migration from Sage to QuickBooks with happen later this year. The previous fiscal year financial documents have not been closed, which may be affecting current documents. The Board should use the documents as rough estimates until they can be adjusted after the audit.

Director's Report:

As printed; highlights include:

- **Executive Summary:** The Director began meeting with other Eaton County Directors to speak about different strengths and challenges the libraries have. The Board Personnel Committee had a meeting with the Director regarding expectations moving forward.
- **Staff:** Mike DeMartelaere was hired as the Financial Manager. The Library hired two new custodians, Tashakay Reisinger and Charles (Chuck) Swan as the previous custodian last day was

at the end of July. Assistant Director Goeman and President Borrelli attended the city council meeting in Olivet on August 12th.

- Marketing: Sarah S. was given the title of Marketing Coordinator. A group of staff members met and created flyer creation guidelines to make the Library flyers more standard.
- Facilities/Collection/Services: June 2022 – 4,457, 2023 – 5,456.5, 2024 – 5,057. The HVAC for the children’s area was broken and repaired. The sign was delayed, but hopefully will be put up in August. A shelf was moved to create more room for the DVD collection and to highlight the Beyond Books items.

Circulation Statistics

Place	2023	2024	ILL	2023	2024
Carmel Township	387	830		29	50
Charlotte	2560	2324		241	246
Eaton Township	689	637		101	54
Other*	1849	1364		250	235

- Programming:

Upcoming August/September Programs:

- Fiber Circle (Every Monday)
- Yarn Drip Art (8/24)
- Charlit (8/28)
- Craft Club (8/30)
- Renaissance Movie Night (8/30)
- Story Hour (Every Tuesday)
- Savvy Senior Finances (9/11)
- Baby & Me (Every Thursday)
- Birthday Book Club (9/12)
- Parkour (Every Friday)
- Minecraft (9/13)
- Medicare (9/17)

Adult Programming (July 2024)

	Times Met	Attendance
Fiber Circle	5	49
3D Bookmark Craft	1	11
Singing the Good Old Songs Again	1	6
CharLit	1	11
Total	8	77

Youth Programming (July 2024)

	Times Met	Attendance
Science Alive	3	95
Baby and Me	3	25
Animal Scavenger Hunt	1	75
Family Summer Movies	4	300
It’s Elementary	1	4
Craft Club	1	9
Minecraft	1	6

Summer in the Park	5	305
S'more Solar Oven	1	18
Total	20	837

- Community: The Library had a booth at the Eaton County Fair and Fireman's Festival.

Old Business:

- AED Machine: Director Reynolds has not heard back from GFWC regarding funding the purchase of an AED machine. Tabled until September meeting.
- Facilities Update: Door to be repaired again since the seals were too high. That has been completed and they'll be repainted in the coming weeks.
- Purchasing Policy: Last change of 45 days to 30 days needs to be corrected. Approval pended until September for that correct to be made.
- Sage to QuickBooks Migration: The migration from Sage to QuickBooks with happen later this year. The previous fiscal year financial documents have not been closed, which may be affecting current documents. The Board should use the documents as rough estimates until they can be adjusted after the audit.

New Business:

- Juneteenth: Director Reynolds has requested that the Library be closed for the Juneteenth holiday. The Board has declined and suggests that the Library have special events highlighting the event instead.
- Michigan CLASS Investment Pool: Member Tirrell motions to approve the Library joining the Michigan CLASS Investment Pool. Member Cook seconded the motion. Motion passed.
- Investment Policy: Member Tirrell motions to approve the Investment Policy as stated. Member Cook seconded the motion. Motion passed.
- Badge Entry: Director Reynolds would like the Library to get a badge security system for the exterior doors to replace the current key system. President Borrelli would like this investigated further and is tabled until the September meeting.
- Mini Split: The mini split system in the Michigan Room needs to be replaced. The system has been off since mid/late – June when it began leaking. Having archival material in a non-climate-controlled area is not recommended. Member Sloan motions to approve the replacement and purchase of a new mini split system. Member Cook seconded the motion. Roll call vote: one nay and four yays. Motion passed.
- Whistle Blower Policy: Director Reynolds proposes the Library have a Whistle Blower policy. The policy presented needs to be updated listing the Board instead of the Staff Personnel Committee as the Library does not have such committee. Tabled until September meeting.
- Strategic Plan and Board Training: Tabled until September meeting.
- Roof: Tabled until September meeting.
- Board Send a Welcome to the City of Olivet: The Board has welcomed the residents of the City of Olivet and looks forward to seeing new faces at the Library.

Meeting adjourned at 8:39pm.

Caitlyn Tanner