

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

September 19, 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 September 19th at 7:00 p.m.

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

Absent:

Also, Present: Library Director Kristina Reynolds, Financial Services Manager Mike DeMartelaere, Sara Horn (note taker) and Sarah Thomson.

President Borrelli called the meeting to order at 7:03 p.m.

Pledge of Allegiance

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

Public Comments: None

Approval of Minutes: Member Cook motions to approve the minutes of August 15, 2024, with small corrections. Member Wilson seconded the motion. Motion passed.

Financial Report: Member Monschein motions to approve the financial report and to pay the current bills. Member Tirrell seconded the motion. Motion passed.

Director's Report:

As printed; highlights include:

- **Executive Summary:** Director Reynolds is making connections with local directors and discussing different challenges and successes. Mike, Financial Services Manager, is learning Sage and some procedures. Summer Reading wrapped up in August.
- **Staff:** Assistant Director Ann Goeman announced her retirement and her last day is on September 30th. The Library hired Amber Reinhart as a Youth Services Assistant.
- **Marketing:** The Library is promoting Library Card Sign Up Month with a collaboration with Acapulco. Anyone who shows their Library Card at the restaurant during September will receive a discount on their check.
- **Facilities/Collection/Services:** August 2022 – 5,699, 2023 – 5,958.5, 2024 – 5,910.5. Adam the Handyman came to clean the drains, fix and paint the outside stucco, power wash part of the building and painted the outside doors. The Mini Splitter was replaced in the Michigan Room. The Director of Youth Services, Maura, combined the YA audiobooks into the adult audiobooks and moved the youth music CDs into the general CD collection. Homebound delivery was done by two staff members.

August Circulation Statistics

Place	2023	2024	ILL	2023	2024
Carmel Township	628	601		31	30
Charlotte	2413	2034		182	157
Eaton Township	808	555		50	44
Other*	1262	979		245	217

• Programming:

Upcoming September/October Programs:

- Parkour (Every Friday)
- Puzzle Race (9/21)
- Fiber Circle (Every Monday)
- Story Hour (Every Tuesday)
- It's Elementary (9/25)
- Charlit (9/25)
- Baby & Me (Every Thursday)
- Craft Club (9/27)
- Puzzle Swap (9/28)
- Preteen Reads (10/01)
- My Fair Lady – Movie Watch Party (10/02)
- Craft Club Jr (10/04)
- Crafty Story Time (10/07)
- One the Same Page (10/08)
- Birthday Book Club (10/10)
- Making Connections with ADHD (10/11)
- YA Book Club (10/15)

Adult Programming (August 2024)

	Times Met	Attendance
Fiber Circle	4	43
Birthday Book Club	1	3
Modern Women's Self-Defense	1	10
Yarn Drip Craft	1	5
Ren Movie Night	1	9
CharLit	1	9
Total	9	79

Youth Programming (August 2024)

	Times Met	Attendance
Craft Club Jr	1	7
Baby and Me	3	41
Minecraft	1	9
It's Elementary	1	8
Craft Club	1	4
Summer in the Park	1	45
Total	9	227

Youth Outreach Programs

	Times Met	Attendance
Upstream	1	113
Total	1	113

Youth Summer Reading Program

SRP Logs	Total
Birth – 1	218
2 nd – 6 th	246
7 th – 12 th	137
Total	601

Old Business:

- AED Machine: The Library received a quote from Neumann Safety on an AED Machine. The Board is asking the Library Director to explore funding options.
- Facilities Update: HVAC for the Youth area was replaced. Adam the Handyman did many miscellaneous touch-ups around the Library. Jon Sommers fixed a water leakage at the front of the building. The sign was installed in early September.
- Purchasing Policy: Member Cook motions to approve the Purchasing Policy. Member Sloan seconded the motion. Motion passed.
- Juneteenth: Topic is now closed.

New Business:

- Badge Entry: Tabled until October meeting.
- Whistle Blower Policy: Member Sloan motions to accept the Whistleblower Policy with one minor correction. Member Cook seconded the motion. Motion passed.
- Strategic Plan and Board Training: The Library Director met with Kate from Woodland Cooperative to ask for assistance with strategic planning steps.
- Roof: The Library is waiting for an estimate on the roof.
- Add/Remove Staff from Banking Documents: Member Sloan motions to sign the Corporate Authorization Resolution from Eaton Community Bank. Those who are signing will be Kristina Reynolds, Gloria Wilson, Eunice Borrelli and Keith Tirrell. Member Tirrell seconded the motion. Motion passed.

Meeting adjourned at 8:23p.m.

Sara Horn