

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

November 21, 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 November 21, 2024, at 7:00 p.m.

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

Absent:

Also, Present: Library Director Kristina Reynolds, Assistant Director Jessica Bigelow, Financial Services Manager Mike DeMartelaere, Sara Horn (note taker), and member of the public (arrived 7:15pm).

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

Pledge of Allegiance

Approval of Agenda: Member Cook motion to approve the agenda with slight changes to dates. Member Wilson seconded the motion. Motion passed.

Public Comments: From the comment box – a patron thought the Library was friendly and staff were nice.

Approval of Minutes: Member Sloan motions to approve the minutes of October 17, 2024, with Roll Call change regarding Sarah Thomson. Member Cook seconded the motion. Motion passed.

Financial Report: Member Wilson motions to approve the financial report, and to pay the current bills with additional bills to TunesDJs (\$100), Auditors (\$7,000), and Demco (\$88.60). Member Cook seconded the motion. Motion passed.

Director’s Report:

As printed; highlights include:

- Executive Summary: The Library started prep for the audit in mid-October. Members of the management team met with the personnel committee to review policies. The Library filmed the Annual Holiday Commercial with Fox47.
- Staff: We are fully staffed.
- Marketing: The Library has created a style guide to streamline flyers and official documents.
- Facilities/Collection/Services: Gate count for October 2022 – 4787, 2023 – 5653, and 2024 – 5564. The Youth department held a few story times in Olivet.

October Circulation Statistics

Place	2023	2024	MEL	2023	2024
Carmel Township	542	477	MEL	52	28
City of Charlotte	2225	1714	MEL	141	168
Eaton Township	530	137	MEL	68	39
City of Olivet	34	71	MEL	7	9
Other*	914	927	MEL	200	170

- Programming:

- Upcoming November/December Programs:

- Rich Phalen Author Visit (11/23)
- Fiber Circle (Every Monday)
- Charlit Holiday Social (12/04)
- Baby & Me (Every Thursday)
- Books and Bourbon (12/05)
- Craft Club Jr (12/07)
- Story Hour (Every Tuesday)
- One the Same Page (12/10)
- It's Elementary (12/11)
- Birthday Book Club (12/12)
- Christmas Pj Story Time (12/13)
- One More Chapter Book Club (12/17)
- Ya Books Clubs (12/17)
- Minecraft (12/20)
- Crafty Story Time (01/06)
- Preteen Reads (01/07)
- Birthday Book Club (01/09)
- Parkour (01/10)
- Untitled Adult Program (01/11)
- On the Same Page (01/14)
- Kindergarten Craft Club (01/15)

Adult Programming (October 2024)

	Times Met	Attendance
Fiber Circle	4	50
Birthday Book Club	1	3
Movie Watch Party	1	4
90's Dance Party	1	14
CharLit	1	5
Making Connections with ADHD	1	12
Total	9	88

Youth Programming (October 2024)

	Times Met	Attendance
Kids Halloween Party	1	60
Story Hour	4	28
Baby & Me	4	170
Crafty Story Time	1	10
Craft Club Jr	1	8
One More Chapter	1	9
Preteen Reads	1	9
On the Same Page	1	2
YA Book Club	1	2
Total	15	298

Youth Outreach Programs

	Times Met	Attendance
Stories at the Park (Olivet)	2	16

Weymouth-Daycare	1	27
A's Learn and Grow	1	6
Parkour at Allve	3	44
Total	7	90

Passive Programs

		Participation
Craft Club Kits (Youth)		15
Foraged Fall Leaf Take & Make		18
		33

- Sara Horn and Addie Kimmer represented the Library on the Shadow Season Committee. The Library handed out candy during Almost Midnight Madness. Several staff members helped at the Friends of the Library Book Sale. The Library Director gave a presentation to Rotary about the Library.

Old Business:

- AED Machine: The Friends of the Library will 50% match and the Library Director is in conversation with Linda Reeze at UMS Hospital for the other half of the funding. Member Monschein brought some resources to the Director Reynolds to review further.
- Facilities Update: The Library received a quote to replace the roof. There were some minor repairs on the humidifiers. Member Monschein asked that Director Reynolds begin drafting a Roof Access Policy.
- Strategic Plan and Board Training: The Library Board had training during the first few weeks of November. Kate (Woodlands Director) is collecting data for the Library to assist with the strategic plan.
- Articles in the County Journal: It would cost \$77.50 - \$97 per article depending on word count. Director Reynolds brought up concerns from staff about time and cost of this endeavor.

New Business:

- Michigan Municipal League Policy Renewal: Yearly cost is \$9,190 which covers insurance for the building, cybersecurity, etc.
- December Board Meeting and Permission to sign December Checks: Member Sloan motions to cancel the December Board meeting and authorize payment of bills for the month of December. Member Monschein seconded the motion. Motion passed.
- Close HCSP Account: Member Sloan motions to close the HCSP account with MERS affect November 21, 2024. Member Tirrell seconded the motion. Motion passed.
- Personnel Committee Update (6-month review): The committee passed evaluations out to members of the staff at their monthly staff meeting. At the board meeting, the committee gave evaluations to the rest of the Board members and a self-evaluation to Director Reynolds.
- Circulation, Selection and Reconsideration Policy: Further discussion tabled until next meeting.
- What is happening in Olivet: Staff have begun to bring programs to the City of Olivet and Olivet Community Schools have provided information for students to have School cards at the Library. Those School cards are now ready to be completed by those patrons. Member Tirrell inquiries about having a book drop box in the Olivet.

- Rate for non-residents (Out-of-District fee): Member Tirrell motions to set the out-of-district fee to \$100 per household per year which takes effect January 1, 2025. Member Wilson seconded the motion. Motion passed.
- Workflow: Director Reynolds presented the staff workflow to the Board.
- Adjust the agenda to have items discussed and items up for vote: Director Reynolds would like to alter the format of the agenda to move important items at the top.
- Social District: The community social district will be opening soon. The Library is not part of the social district.

Meeting adjourned at 8:45 p.m.

Sara Horn