

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

January 16, 2025

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 January 16, 2025, at 7:00 p.m.

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

**Absent:**

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

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

**Pledge of Allegiance**

**Approval of Agenda:** Member Monschein motion to approve the agenda with change of moving Payroll Policy from New Business to after Approval of Minutes. Member Wilson seconded the motion. Motion passed.

**Public Comments:** None

**Approval of Minutes:** Member Monschein motions to approve the minutes of the November 21, 2024, meeting. Member Sloan seconded the motion. Motion passed.

**Payroll Policy Discussion:** Member Sloan motions to approve the Payroll Policy as presented. Member Thomson seconded the motion. Motion passed with five (5) YES and one (1) NO.

**Financial Report:** Member Wilson motions to approve the financial report and to pay the current bills with the additional bills: Eric Rodgers (\$1689), Centerpoint (\$47.94), Overdrive (\$363.22), Ingram (\$31.32 & \$47.56), Quill (\$42.74), Southfield Library (\$18.00) and Amazon (\$166.67). Member Cook seconded the motion. Motion passed.

**Director's Report:**

As printed; highlights include:

- Executive Summary: Funding for the AED machine has been found via a contact at University of Michigan Health-Sparrow. Members of the management staff will begin to attend community meetings as representatives of the Library. Library Director is continuing to review and update various policies.
- Staff: Since the last meeting in November, two staff members have left the Library for other opportunities. The Library hired a new part-time clerk.
- Marketing: Throughout the month of November, we promoted the Library's 130<sup>th</sup> anniversary by writing blogs, birthday related events and a temporary logo on the Library's website. The Marketing team is working to streamline some of the marketing processes.
- Facilities/Collection/Services: Gate count there was an increase in November from 2023, but a decrease in December between 2023 and 2024.

- Programming: Youth programs in Olivet will begin next month with a story time event.
- Community: The Library decorated the front window with Dr. Seuss theme in conjunction with downtown. Assistant Director Bigelow made a snowman, representing the Library for the GFWC snowman contest.

**Old Business:**

- AED Machine: Funding was provided by University of Michigan-Sparrow. It has been ordered.
- Personnel Committee Update: The Library Director has requested a closed session. Member Monschein motions to close the open meeting. Member Wilson seconded the motion. Motion passed. Member Sloan motions to resume open meeting. Member Monschein seconded the motion. Motion passed
- Strategic Plan and Board Training: No new updates.

**New Business:**

- Review of Audit: The audit was completed. More information at next meeting.
- ALA Lending Non-Returnable Materials: Member Thomson was inquiring if the Library could provide a similar service. Member Thomson will share the article with board members and discuss it further at the next meeting.

Meeting adjourned at 8:17p.m.

Sara Horn