

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

February 20, 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 February 20, 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, Auditor Ailie Weaver and Librarian Sara Horn (note taker).

Vice President Tirrell called the meeting to order at 6:59 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 Sloan motions to approve the minutes of the January 16th, meeting. Member Cook seconded the motion. Motion passed.

Review of Audit: Auditor went over highlights of the audit. It was a clean audit. Member Monschein motions to approve audit as presented. Member Sloan seconded the motion. Motion passed

Financial Report: Member Monschein motions to approve the financial report and to pay the current bills with additional bills MLA (\$25), Eric Rodgers (\$1385), Micromarketing (\$78.23), Centerpoint (\$129.75), HIS (\$2450) and MLA (\$85). Member Cook seconded the motion. Motion passed.

Director's Report:

As printed, highlights include:

- Executive Summary: To help strengthen our management team, we have started a development group under the Crucial Conversations Model. The Library held the annual staff training day focusing on emergency guidelines, circulation basics and strategic planning. Rep. Angela Witwer stopped by the Library to present a special tribute for the Library's 130 years of service.
- Staff: The marketing coordinator (Sarah S.) resigned.
- Marketing: Assistant Director Bigelow was assigned the bulk of the marketing responsibilities.
- Facilities/Collection/Services: Gate count was down this January compared to last year.
- Programming: Library has 18 recurring programs, some are weekly while others are monthly. Attendance for programming is steady. In January, adult programs had a total of 108 people participate and the youth programs had a total of 220 participants throughout the month.
- Community: N/A

Old Business:

- Facilities Update: AED machine has arrived and will be installed this coming weekend. It will be located in the coat closet between the main Library area and the Spartan Room.
- Strategic Plan and Board Training: Invitation to community members to attend strategic planning meeting have been sent out. Meetings are on Friday, March 21st at 1:00pm and Wednesday, March 26th at 6:00pm.

New Business:

- Capital Assets Policy: Member Wilson motions to approve the Capital Assets Policy as written. Member Sloan seconded the motion. Motion passed.
- ALA Lending Non-Returnable Materials: Library Director Reynolds and Adult Services Manager Kimmer have begun conversation about implementing a similar program to what the ALA article is written about.
- Staffing: The Library's full-time financial manager is resigning. Library Director Reynolds wants to move the financial position to part-time bookkeeper and create a new full-time position that focuses on collection development and reference. Board members have requested a more detailed job description for both of the above positions.

Meeting adjourned at 8:13p.m.

Sara Horn