

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

March 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 March 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, and Librarian Sara Horn (note taker).

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

**Pledge of Allegiance**

**Approval of Agenda:** Member Monschein motion to approve the agenda with addition to New Business – Sentry (Security Gate Vendor). Member Wilson seconded the motion. Motion passed.

**Public Comments:** None

**Approval of Minutes:** Member Monschein motions to approve the minutes of the February 20<sup>th</sup> meeting. Member Cook seconded the motion. Motion passed.

**Financial Report:** Member Wilson motions to approve the financial report and to pay the current bills. Member Sloan seconded the motion. Motion passed.

**Director's Report:**

As printed, highlights include:

- Executive Summary: The server was replaced and updated at the end of February. The Library received a large donation from an estate. The date for a Board-Staff-Friends get-together is Tuesday, May 6<sup>th</sup>.
- Staff: Mike D. is no longer the financial services manager at the Library. Lakota L. was hired as a part-time clerk and adult program assistant.
- Marketing: N/A
- Facilities/Collection/Services: Gate count is down again in February compared to 2024.
- Programming: Library has 18 recurring programs; some are weekly while others are monthly. Attendance for programming is steady. In February, adult programs had a total of 86 people participated and the youth programs had a total of 343 participants throughout the month.
- Community: N/A

**Old Business:**

- Facilities Update: AED has been installed. It is in the coat closet between the Library and the Spartan Room. The Library Director is looking into signs for the parking lot to help with the issue of kids riding their bikes in the parking area.

- Strategic Plan and Board Training: The first strategic planning meeting takes place on Friday, March 21 at 1:00pm with a second one scheduled for Wednesday, March 26 at 6:00pm.

**New Business:**

- Personnel Committee: Annual evaluation of the Library of Director is coming up and the committee is beginning the process to gather evaluation of the Board members, staff and Library Director.
- Code of Conduct: The Library Director presented a revised Code of Conduct to the Board members for review. Board members gave the Library Director minor changes to be made and tabled for further discussion.
- Sentry Estimate: The security gate/people counter needs to be updated; the units are old enough that the technology is no longer going to be supported. Board members are asking the Library Director to search for additional bids.

Meeting adjourned at 7:58p.m.

Sara Horn