

## CHARLOTTE COMMUNITY LIBRARY

### BOARD MINUTES

April 17, 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 April 17, 2025, 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, and Librarian Sara Horn (note taker).

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

#### **Pledge of Allegiance**

**Approval of Agenda:** Member Wilson motion to approve the agenda addition to New Business: Lee Township, Security Gates and Eaton RESA. Member Cook seconded the motion. Motion passed.

**Public Comments:** One comment from Suggestion Box – asking for the Library to move the sign between the EV Charger spot to make more room.

**Approval of Minutes:** Member Sloan motions to approve the minutes of the March 20, 2025, meeting. Member Wilson seconded the motion. Motion passed.

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

#### **Director’s Report:**

As printed, highlights include:

- **Executive Summary:** Library Director is continuously meeting with management staff one-on-one. The Library Director, Assistant Director and Woodlands Co-op Director are working together to create a strategic planning survey.
- **Staff:** Anissa Hanley is now the Financial Services Officer.
- **Marketing:** Marketing team is working on a “Why We Love the Library” campaign.
- **Facilities/Collection/Services:** Gate count is down again in March compared to 2024. A new AED machine was installed. A new puppet tree was purchased for the children’s room. The Library is participating in the One Seed, One State program.
- **Programming:** The Library hosted 50 programs throughout March with a total of 964 individuals attending them.
- **Community:** The new book return for the City of Olivet is almost ready. The Library held two strategic planning meetings with the public.

**Old Business:**

- Facilities Update: A few weeks ago, when the area experienced bad weather, a branch from a tree punctured the roof causing a leak. It was patched that same day and a few days later was fully fixed.
- Strategic Plan and Board Training: Director Reynolds and Woodlands Co-op Director Kate Pohjola Andrade are working together to create a strategic planning survey to be released out to the community.

**New Business:**

- Personnel Committee (Director Evaluation): All evaluations have been turned in and the personnel are reviewing them. More discussion at the May meeting.
- Code of Conduct: Member Tirrell motions to approve the Code of Conduct with minor grammatical corrections. Member Monschein seconded the motion. Motion passed.
- Lee Township: Lee Township Supervisor reached out to the Library asking about joining the Library via a contract not a millage. The Board is not interested in establishing a contract. Director Reynolds and Member Tirrell will attend the next Lee Township Board meeting.
- Security Gates: Director Reynolds is suggesting not replacing the security gates. President Borrelli asked Director Reynolds to research people counter options.
- Eaton RESA: RESA is looking for space to place their students who are studying for the GED. The Board discussed ideas and implications of providing this.

Meeting adjourned at 8:27p.m.

Sara Horn (draft for approval)