

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

May 15, 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 May 15, 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, and Robert Monschein – Here.

**Absent:** Sarah Thomson

**Also, Present:** Library Director Kristina Reynolds, and Caitlyn Tanner (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. Member Sloan seconded the motion. Motion passed.

**Public Comments:** None

**Approval of Minutes:** Member Sloan motions to approve the minutes of the April 17, 2025, 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 Tirrell seconded the motion. Motion passed.

**Director's Report:**

As printed, highlights include:

- Executive Summary: April was a quiet month at the Library. Progress is still being made on the strategic planning survey. The Library is monitoring the news regarding library funding on the national level.
- Staff: Kayla C. has transitioned into her role as Head of Collection Development. The staff participated in a training session focused on Autism. Maura C. gave a presentation to Rotary Club about upcoming programs.
- Marketing: Created a specialized marketing campaign to help strengthen community outreach and increase program awareness.
- Facilities/Collection/Services: The book return has been placed in the City of Olivet. During the bad weather in April a tree branch fell on the roof, but the damage was quickly repaired.
- Programming: During April, there were 34 programs with a total attendance of 438 participants.
- Community: The Library attended the Eaton County Expo.

**Old Business:**

- Facilities Update: Director Reynolds proposed an idea of using memorial funds to purchase a Locker System and a new outdoor bulletin board. The Board would like more details regarding the locker system and to see a Library wish list of project ideas.

- Strategic Plan and Board Training: This was discussed in the Director's report, but the strategic planning survey should be ready to go out on May 31<sup>st</sup>.
- Personnel Committee – Director's Evaluation: Member Monschein motions to delay discussion of Director's evaluations until June meeting. No seconds. Motion fails. Further discussions were tabled until after new business.

**New Business:**

- Proposed Fiscal Year 2025-2026 Budget: Proposed budget is still a work in progress. Some Board members had various questions regarding different budget lines. There will be a purchasing pause mid-June to help with closing out fiscal year.
- Budget Resolution Calling Public Hearing: After reviewing the resolution a few amendments need to be made. Amendments include adding the City of Olivet and changing the resolution number. Member Tirrell motions to approve Budget Resolution 25-1 with amendments. Member Wilson seconded. Motion passed. Once changes are made, the resolution will be published in the County Journal.
- Circulation Policy: Member Tirrell motions to approve the presented Circulation Policy. Member Monschein seconded. Motion passed.

**Personnel Committee – Director's Evaluation:**

At 8:18pm, Director Reynolds requested a closed session. Member Monschein motions to close the open meeting. Member Cook seconded the motion. Motion passed. Member Sloan motions to resume the open meeting at 9:28pm. Member Wilson seconded the motion. Motion passed.

Member Cook motions to not renew the employee contract of the Library Director beyond the June 30, 2025, expiration date. Member Wilson seconded the motion. Roll call vote: Member Tirrell – yes, President Borrelli – yes, Member Wilson – yes, Member Sloan – yes, Member Cook – yes and Member Monschein – no. Motion passed. Full pay and benefits will be provided through June 30, 2025.

Member Cook motions to place the Director on immediate administrative leave and request the return of all library materials. Member Wilson seconded the motion. Roll call vote: Member Tirrell – yes, President Borrelli – yes, Member Wilson – yes, Member Sloan – yes, Member Cook – yes and Member Monschein – no. Motion passed. A written letter will be created and sent to the home address on file.

The Board directed the management team of Jessica B., Sara H. and Maura C. to be the interim management for Library until Director position is filled. President Borrelli will contact the Assistant Director to have them notify the rest of the staff regarding above decision. President Borrelli will also meet with the management team in the coming weeks about being the interim management for the Library. Member Tirrell and Member Wilson will adjust the financials to reflect the above motions.

The Board expresses their thanks to the staff for the social event between the staff and board members this past Tuesday.

Meeting adjourned at 9:52p.m.

Caitlyn Tanner