

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

June 19, 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 June 19, 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, Robert Monschein – Here, and Sarah Thomson - Here

Absent:

Also, Present: Assistant Director Jessica B., Director of Youth Services Maura C. and Head of Circulation/Technology Sara H. (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 Cook seconded the motion. Motion passed.

Public Comments: None

Approval of Minutes: Member Tirrell motions to approve the minutes of the May 15, 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 Sloan seconded the motion. Motion passed.

Manager's Report:

As printed, highlights include:

- Executive Summary: Library staff have been working smoothly during this period of transition.
- Staff: Pam K. celebrated 18 years at the Library. Jennifer S. was hired to help at the circulation desk during the summer.
- Marketing: Assistant Director Bigelow is gearing up for Love Your Library campaign.
- Facilities/Collection/Services: Gate count was down again compared to last year. A new people counter was installed at the outer set of doors. Potterville updated the Library Wifi network. The Library has updated the Seed Library. We are partnering again with the 4H youth by offering discounted color printing.
- Programming: Library's summer reading program, Color Your World, began on June 2 and will run until August 9. Youth programming held 12 in-house programs with a total attendance of 262 individuals, 7 outreach events with an attendance of 149, and gave away 30 take and makes. While adult programming held 8 programs with a total attendance of 75 individuals.
- Community: Varies staff members attended community events including Mental Health Walk at the Charlotte High School, Family Fun Day at ALIVE and Family, Fun & The Farming Community block party.

Old Business:

New Business:

- Updated Payroll Policy: Member Sloan motion to accept the presented revised payroll policy as written. Member Wilson seconded the motion. Motion passed.
- Director Search: Personnel committee is suggesting to the Board to start the search in the Fall. To provide time to review descriptions and interview process. Current interim management will continue.
- Banking Authorization: Previous financial advisor Mike DeMartelaere is no longer employed at the Library and needs to be removed from all bank accounts. Member Gloria will work on getting Mike removed.
- Amended Budget for 2024-2025 Fiscal Year: Member Wilson motions to approve the amended 2024-2025 budget. Member Cook seconded the motion. Motion passed.

2025-2026 Budget Hearing and Adoption of Budget: President Borrelli recessed regular meeting and opened budget hearing at 8:05p.m. Closed the budget hearing and reopened regular meeting at 8:26p.m. Member Tirrell made a motion to accept the proposed 2025/2026 Budget (Revenues of \$967,678 and Expenses of \$967,678) as presented. Member Sloan seconded. Motion passed.

Resolution of Certifying Tax Levies for Operating, Debt Millage and Approving Budget: Member Tirrell motions for Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget. Member Sloan seconded. Member Motion passed.

Meeting adjourned at 8:32p.m.

Sara Horn