

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

July 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 July 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, Robert Monschein – Here, and Sarah Thomson - Here

Absent:

Also, Present: Assistant Director Jessica B. (note taker) and Director of Youth Services Maura C.

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 Sloan motions to approve the minutes of the June 19, 2025, meeting. Member Thomson seconded the motion. Motion passed.

Financial Report: Member Monschein motions to approve the financial report pending more information on the income statements and to pay the current bills. Member Tirrell seconded the motion. Motion passed.

Manager's Report:

As printed, highlights include:

- Executive Summary: Summer Reading is in full swing. Youth readers have turned in 190 logs and adult readers have turned in 34 logs. The library's transition to Quickbooks is complete!
- Staff: Stacy L. celebrated a year at the library! The library is testing out a new relaxed dress code for the staff.
- Marketing: N/A
- Facilities/Collection/Services: Gate count for June: 2023—6,459, 2024—6,359, 2025—5,776.5. HVAC regular maintenance was done. One unit appears to be leaking coolant, so Woodlands put dye in the coolant to determine where the leak is happening. They will return tomorrow to check and see where the dye came out. The women's bathroom sink is repaired! Memorial funds have been allocated. Items bought with those funds receive a memorial plaque on the inside cover when they arrive. New passes were added to the Kids 'N Stuff Museum in Albion.
- Programming: Youth held 10 in-house programs with a total attendance of 98 individuals, and 3 out-of-house programs with a total attendance of 297 individuals. Adult held 10 programs with a total attendance of 83 individuals.
- Community: Charlotte Community Library had a table at the Eaton County Fair and staff attended on Friday and Saturday.

Old Business:

New Business:

- Resolution Establishing Regular Meetings: Member Wilson offers the preamble and resolution. Member Cook supported. Roll call was taken: Cindy Cook—here. Robert Monschein—here. Mary Sloan—here. Sarah Thomson—here. Keith Tirrell—here. Gloria Wilson—here. Eunice Borrelli—here. Resolution passed at a 7-0 vote. Members discussed having one meeting a year in Olivet and moving meeting times to 6:00 PM. Decisions on these discussions will be made at next meeting.
- Election of Officers: Member Wilson motions to keep the elected officers the same as in previous years. Member Sloan seconded the motion. Motion was passed at a 7-0 vote.
- Committee Appointments: Member Cook and Member Sloan were appointed to the Personnel Committee. Member Wilson and Member Tirrell were appointed to the Financial Committee. Member Monschein and Member Thomson were appointed to the Building/Grounds Committee. Discussion was had of members rotating through committees every 2-3 years, to help members better understand the different aspects of each committee.
- Purchasing Policy: Member Sloan moves to accept the WIP Purchasing Policy. Member Monschein seconded the motion. Motion passed.
- ACH Policy: Member Sloan moves to accept the WIP ACH Policy. Member Tirrell seconded the motion. Motion passed.

Meeting adjourned at 8:01 p.m.

Jessica Bigelow