

## CHARLOTTE COMMUNITY LIBRARY

### BOARD MINUTES

August 21, 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 August 21, 2025, at 7:00 p.m.

**Roll Call was taken:** Eunice Borrelli – Absent, Cindy Cook – Here, Robert Monschein – Here, Mary Sloan – Here, Sarah Thomson – Here, Keith Tirrell – Here, and Gloria Wilson – Absent.

**Absent:** Eunice Borrelli and Gloria Wilson

**Also, Present:** Assistant Director Jessica B. (note taker) and Adult Services Manager Addison K.

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 two additions. Member Cook seconded the motion. Motion passed.

**Public Comments:** None

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

**Financial Report:** Member Cook motions to approve the financial report. Member Sloan seconded the motion. Motion passed.

#### **Manager's Report:**

As printed, highlights include:

- Executive Summary: Summer Reading concluded on Saturday, August 9<sup>th</sup>. Final counts are still being tallied, but at last count there were 700 youth logs and 130 adult logs turned in.
- Staff: Jennifer S. concluded her summer employment with the library, but she will be staying on as a substitute desk clerk. The management team is looking to hire a new part-time library clerk. Chuck S. put in his notice for retirement on Monday. The management team will discuss his replacement at our weekly meeting on Tuesday.
- Marketing: Jessica B. has started purchasing items for the Love My Library campaign.
- Facilities/Collection/Services: Gate count for July: 2023, 6074; 2024, 7191.5; 2025, 5941. The Library has switched from Sohn Linens to Cintas, which will save the library money as well as centralize our cleaning supplies to one company.
- Programming: Youth held 18 in-house programs with a total attendance of 274 individuals and 9 out-of-house programs with a total attendance of 613 individuals. Youth had 6 outreach events with a total of 163 attendees and held 3 passive programs with 125 participants throughout July. Adult programming held 7 programs with a total attendance of 47 individuals.
- Community: Two staff members represented the library at Olivet Fireman's Festival in Olivet on July 26<sup>th</sup>.

**Old Business:**

- Personnel Committee Update: Started gathering feedback on the Director's position description. Committee will meet after Labor Day to revise the posting documents. Looking to post position sometime in September. Wants to add more responsibilities around the millage. Some outdated things to take out. Updates to the description of Charlotte are needed.
- Identify date(s) to hold Board meeting in Olivet: Member Thomson asked the Mayor if the Board could meet at City Hall, and the Mayor approved. Member Thomson motions to have the Olivet board meeting in May. Member Cook seconded the motion. Motion passed.
- Change Board meetings start time to 6:00 PM: Members discussed public attendance and if 6:00 PM would be too early for people working or parents with small children. Member Monschein motioned to approve moving the meeting starting time to 6:00 PM. Member Thomson seconded the motion. Motion passed.

**New Business:**

- Approval of adding CINTAS to the list of approved vendors: Member Sloan motion to approve the addition of CINTAS. Member Cook seconded the motion. Motion passed.

Meeting adjourned at 7:30 p.m.

Jessica Bigelow