

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

September 18, 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 September 18, 2025, at 6:00 p.m.

Roll Call was taken: Eunice Borrelli – Here, Cindy Cook – Here, Mary Sloan – Here, Sarah Thomson – Here, and Gloria Wilson – Here.

Absent: Keith Tirrell, Robert Monschein

Also, Present: Head of Circulation & Technology Sara H. (note taker) and Director of Youth Services Maura C.

President Borrelli called the meeting to order at 6:00p.m.

Pledge of Allegiance

Approval of Agenda: Member Wilson motion to approve the agenda with addition to New Business – Announcement from Member Sloan. Member Cook seconded the motion. Motion passed.

Public Comments: One positive note from comment box

Approval of Minutes: Member Sloan motions to approve the minutes of August 21, 2025, meeting with corrections. Member Wilson seconded the motion. Motion passed.

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

Manager's Report:

As printed, highlights include:

- Executive Summary: The Library had a great end to the summer season and we are slowing transitioning into the slower fall/winter schedule.
- Staff: Hired a more permanent part-time circulation desk assistant. Her name is Shae S., and she started on Monday, September 8th.
- Marketing: Items for the Love Your Library campaign have been ordered and are started to arrive.
- Facilities/Collection/Services: Gate count for August: 2023, 5958; 2024, 5910; 2025, 5667. Suggestions for the placement of the historical sign were sent to the Facilities Committee. In the next week the sign will be posted next to the outdoor book drop. The compact shelves moving project is scheduled to take place on Oct 13th.
- Programming: Youth held 9 in-house programs with a total attendance of 69 individuals and 1 out-of-house programs with a total attendance of 86 individuals. Youth had 7 outreach events with a total of 194 attendees and held 3 passive programs with 50 participants throughout August. Adult programming held 9 programs with a total attendance of 86 individuals.

- Community: The Library took place in the Frontier Day parade on Sat., Sept 6th. Director of Youth Services Maura C. and Youth Assistant Stacy L. attended the Back to School Bash for Charlotte Public Schools.

Old Business:

- Personnel Committee Update: Committee is recommending an internal search which was agreed upon by the members presented. Job will be posted to staff on September 22nd.

New Business:

- Upcoming Millage: Board started discussion regarding the rate and length of the next millage up for vote in August 2026.
- Walton Township: Board decided to focus on the Library's current service areas.
- Announcement from Member Sloan: Member Sloan will be moving out of state and October meeting may potentially be her last meeting. Rayanne Sipka will be the temporary replacement who was appointed by Carmel Township Board.

Meeting adjourned at 6:59 p.m.

Sara Horn