

## CHARLOTTE COMMUNITY LIBRARY

### BOARD MINTUES

January 15, 2026

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 January 15, 2026, at 6:00 p.m.

**Roll Call was taken:** Eunice Borrelli – Here (via Zoom), Keith Tirrell – Here, Gloria Wilson – Here, Robert Monschein – Here, Cindy Cook – Here, Sarah Thomson – Here, and Rayanne Sipka – Here.

**Absent:** None

**Also, Present:** Auditor Ailie Tomlinson, Charlotte Community Library Director Jessica Sulecki, Assistant Director Shae Java, and Caitlyn Tanner (note taker). Member of the public Kimberly Weicht arrived partway through the meeting and stayed until its conclusion.

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

#### **Pledge of Allegiance**

**Approval of Agenda:** Member Monschein motions to approve the agenda as written. Member Wilson seconds the motion. Moton passed.

**Review of the Audit Report :** Ailie Tomlinson provides an overview of the annual audit which was submitted in December 2025. The Charlotte Community Library passed without issue and has enough funds to operate through 2026.

**Public Comments:** Kimberly Weicht, Friends of Charlotte Community Library’s Secretary, praises the Board of Trustees for their hard work. She expresses her concern that the Charlotte Community Library staff are engaging in political activities and showing bias that alienates members of the community. Kimberly strongly encourages the library staff to remain neutral and refrain from promoting any programs or events at the library held by non-library organizations. She also stresses protecting the Charlotte Community Library’s image ahead of the August millage vote.

The Board of Trustees members thank Kimberley and the other members of the Friends of Charlotte Community Library for their dedication. At the board’s request, Kimberley provides an overview of the Friends’ past activities and future plans.

**Approval of Minutes:** Member Wilson motions to approve the minutes of November 20, 2025, with corrections. Member Monschein seconded the motion. Motion passed.

**Financial Report:** The financial reports for November 2025, December 2025, and January 2026 are reviewed at this meeting. There are no additional bills to pay. The Board of Trustees also discuss outsourcing accounting responsibilities to a 3<sup>rd</sup> party firm. Member Monschein moves to accept the financial reports. Member Wilson seconds the motion. All members approve.

**Manager's Report:**

As printed, highlights include:

- Executive Summary: Staff will undergo training on February 19<sup>th</sup> and 20<sup>th</sup>. The new Atrium ILS system will go live on February 21<sup>st</sup>. The library passed our most recent audit.
- Staff: Shanae Java has been hired as the Assistant Director. Anissa Hanley has left her position as Financial Manager.
- Marketing: The Ask Me Why I Love Charlotte Community Library billboard has been scheduled for June and July 2026. The spring commercials have also been scheduled and will air on FOX 47 in April and May.
- Facilities / Collections / Services: Captain's Cabinetry in Charlotte is building a new cabinet unit for the staff room. It should be installed at the end of January. Patron usage of Libby and hoopla has increased.
- Community: The annual staff training will take place over two days to cover all aspects of the new Atrium system. Staff will also participate in an active shooter training with Jonathan Frost on Monday morning.

**Old Business:**

- Library Furniture: An evaluation of the library's current furniture was conducted, finding that the furniture is still in good shape and should last for another five to seven years. One option is to reupholster the chairs and sofa instead of purchasing new furniture. Director Sulecki suggests starting to plan for a major refurbishment project to go alongside the roof replacement in ten years or so.
- Director Goals: Members of the Personnel Committee present a rough draft of goals for Director Sulecki's first six months and full year of service. All members of the Board of Trustees are asked to review these goals and provide feedback ahead of the next meeting.
- MCD Free Floor Plan: The floor plan evaluation has been postponed. Director Sulecki will reach out to members of the board to schedule a new meeting time.

**New Business:**

- Outsourcing Financials: The discussion regarding switching to Cutting Edge Accounting or hiring a new Financial Manager took place during the Financial Report review. Member Wilson motions to hire Cutting Edge Accounting in Charlotte to manage the library's financial records. Member Cook seconds. All members approve.
- Update on Stamps Request: Director Sulecki has inquired about acquiring a stamp vending machine for the library. She is waiting for a response from the Post Office.

Meeting adjourned at 7:32 PM.

Caitlyn Tanner (draft for approval)