

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

October 16, 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 October 16, 2025, at 6:00 p.m.

Roll Call was taken: Eunice Borrelli – Here, Cindy Cook – Here, Bob Monschein – Here, Mary Sloan – Here, Sarah Thomson – Here, Keith Tirrell – Here, Gloria Wilson – Here and Rayanne Sipka - Here.

Absent:

Also, Present: Joe Davis (City of Olivet), Assistant Director Jessica Bigelow, 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 Cook motion to approve the agenda under New Business “Out of District Card Fee” and “Meeting Schedule”. Member Sloan seconded the motion. Motion passed.

Public Comments: Patron left comment that staff are helpful people, never rude and the building has easy parking.

Approval of Minutes: Member Wilson motions to approve the minutes of September 18, 2025. Member Cook seconded the motion. Motion passed.

Financial Report: Member Sloan 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: Management staff have begun state aid reporting and have finished prep for the audit. The audit began today (October 16th).
- Staff: The Library custodian Chuck S. retired, and Ernie R. was rehired to fill the position. His first day was Oct 1st.
- Marketing: Updated phone and microphone has been purchased to improve social media postings. The rest of the merchandise for the Ask Me Why I Love Charlotte Community Library campaign has arrived. AD Jessica B. will be creating a display to show patron’s what is available.
- Facilities/Collection/Services: Gate count for September: 2023, 5291; 2024, 5154.5; 2025, 5657. Moving the compact shelving units has been completed. Reorganizing the Michigan Room and brainstorming ideas for the open space in the staff area has started.
- Programming: Youth held 14 in-house programs with a total attendance of 208 individuals and 2 out-of-house programs with a total attendance of 38 individuals. Youth, also, had 1 outreach event with a total of 32 attendees and 2 passive programs with 30 participants throughout August. Adult programming held 10 programs with a total attendance of 79 individuals.

- Community: Two library staff members attended Fall Fest event on Oct 4th at a booth. Later this month three (3) staff members will be attending the MLA Conference in Lansing. The Library is working with Eaton RESA again to have two (2) volunteers two (2) days a week for the next few months.

Old Business:

- Personnel Committee Update: Member Sloan motions that the Board considers both candidates (Jessica Bigelow and Sara Horn) for consideration. Member Monschein seconded the motion. Motion passed. Member Wilson motions to offer Jessica Bigelow the Library Director position. Member Tirrell seconded the motion. Member Tirrell – Yes, Member Cook – Yes, Member Thomson - Yes, Member Sloan – No, Member Wilson – Yes, Member Monschein – Yes, President Borrelli – Yes.
- Millage Rate & Length: Member Tirrell motions for the millage rate to be renewed at 1.4 rate for 10 years. Member Wilson seconded the motion. Motion passed.

New Business:

- New Board Member: Member Sloan will be leaving, and her replacement is Rayanne Sipka for Carmel Township.
- Replacing Library furniture: Member Monschein wanted to discuss considering replacing furniture since the current items are quite old having been purchased in 2012.
- Out of District Card Fee: President Borrelli started the conversation about how the current fee is being received and if changes should be made.
- Meeting Schedule: Member Sloan motions for the Board not to meet in December. Member Wilson seconded the motion. Motion passed.

Meeting adjourned at 7:28p.m.

Sara Horn (draft for approval)