

# CHARLOTTE COMMUNITY LIBRARY

## BOARD MINTUES

November 20, 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 November 20, 2025, at 6:00 p.m.

**Roll Call was taken:** Eunice Borrelli – Here, Keith Tirrell – Here, Gloria Wilson – Here, Robert Monschein – Here, Sarah Thomson – Here, and Rayanne Sipka – Here.

**Absent:** Cindy Cook

**Also, Present:** Charlotte Community Library Director Jessica Bigelow and Caitlyn Tanner (note taker).

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

### **Pledge of Allegiance**

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

**Public Comments:** An anonymous member of the public left a comment in the suggestion box asking the library to sell stamps, envelopes, and other office supplies to the public. Director Bigelow was asked to investigate this possibility by members of the Board of Trustees and report back at the next meeting in January.

**Approval of Minutes:** Member Tirrell motions to approve the minutes of October 20, 2025. Member Sipka seconded the motion. Motion passed.

**Financial Report:** There was no formal financial report for this month's meeting. Member Wilson motioned to pay this month's bills. Member Sipka seconded the motion. Motion passed.

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

As printed, highlights include:

- Executive Summary: The annual state aid report has been submitted, and the audit is almost complete. Director Bigelow won a free floor plan design from MCD Architects, who had a booth at the MLA Conference.

- Staff: The Assistant Director job has been posted publicly, and interviews will begin in early December.
- Marketing: The staff began to give out Ask Me Why I Love Charlotte Community Library merchandise on October 24<sup>th</sup>. So far, the public has had a positive reaction. We will continue to offer merchandise at no cost until we run out. The staff also filmed their annual holiday commercial with Fox47, which will run from December 15<sup>th</sup> to December 27<sup>th</sup>.
- Facilities / Collections / Services: The Michigan Room is still being reorganized, but we hope to have it open to public soon. The library management team has started collecting quotes for renovating the staff area where the compact shelving unit used to be. We are looking to have a second wall unit with cabinets and counter space, as well as a few more desks. We are also working with Potterville and Clyde Swanson to make sure electricity and internet are correctly run to those new desks.
- Community: Three staff members attended the annual MLA Conference – Director Bigelow, Adult Services Manager Addison Kimmer, and Caitlyn Tanner. These three will use the information they learned at the conference to improve the library for our patrons.

#### **Old Business:**

- Library Furniture: The management team is still waiting to hear back from vendors about the pricing for new library furniture. Members of the Board of Trustees inquired about creating a furniture replacement schedule for future purchases. The matter has been tabled until the January meeting.

#### **New Business:**

- Committee Assignments: Members of the Board of Trustees will keep their current committee assignments, with Member Sipka replacing Member Sloan on the Personnel Committee.
- Review of the Understanding Extremism event: Member Thomson expressed some concerns about last month's Understanding Extremism program, focusing on the presenter seeming to ignore the opinions/questions of some individuals in attendance. President Borrelli praised the timeliness of this program.
- Update on the Millage: The Millage Committee met on November 18<sup>th</sup>. They are working on sending funding requests to local businesses in the coming weeks.
- Director Goals: Members of the Personnel Committee are creating short- and long-term goals for Director Bigelow. All Board Members are requested to provide feedback on these goals prior to the January meeting.

- MDC Free Floor Plan: All Board Members are invited to attend the floor plan evaluation. Director Bigelow will coordinate the time and date for this event with the Board Members.

Meeting adjourned at 7:23 PM.

Caitlyn Tanner (draft for approval)