

CHARLOTTE COMMUNITY LIBRARY

BOARD MINTUES

February 19, 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 February 19, 2026, at 6:00 p.m.

Roll Call was taken: Eunice Borrelli – Here (via Zoom), 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 Sulecki and Caitlyn Tanner (note taker).

Vice President Tirrell 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 Monschein seconds the motion. Motion passed.

Public Comments: No comments from members of the public.

Approval of Minutes: Member Monschein motions to approve the minutes of January 15, 2026, as written. Member Wilson seconded the motion. Motion passed.

Financial Report: The financial reports for February 2026 are reviewed at this meeting. There are no additional bills to pay. Member Tirrell moves to accept the financial reports. Member Wilson seconds the motion. All members approve.

Manager's Report:

As printed, highlights include:

- Fraudulent Check: A ~\$4,000.00 check that was intended to go to AutoGraphics in April 2025 to pay for the library's ILS system (Verso) was intercepted by an unknown third party and cashed in May 2025. Management staff were made aware of the issue in late 2025 and followed up with Eaton Community Bank, AutoGraphics, and other vendors. At this point the issue has been corrected, but it looks unlikely that

the library will be reimbursed for the stolen funds. Director Sulecki will contact the Attorney General's office, the Postal Service, and AutoGraphics about our options.

- Staff: Director Jessica Sulecki, Assistant Director Shanae Java, Collection's Development and Inter-library Loan Director Kayla Cuatt, and Youth Services Director Maura Carter will be attending the Night of Notables event at the State of Michigan Library in April. Adult Services Manager Addison Kimmer will host a livestream event for our patrons at the Charlotte Community Library that evening.
- Marketing: Patrons who have volunteered to be in the "Ask Me Why I Love Charlotte Community Library" video advertisement will be filmed on Wednesday, February 25th. The testimonials will be shown on FOX 47.
- Facilities / Collections / Services: The people counter stopped working part-way through January. The Management Team is looking into a replacement. The new cabinet unit has been installed in the staff work area; Swanson Electric and PotterVilla are installing new wiring and computer stations. The front entrance has been damaged by ice and cold weather but will be repaired by one of our custodians once the weather gets warmer.
- Director's Goals: Director Sulecki requested further information about the Board of Trustee's goals for her first year. The board members wish to see more promotion of library programming and a redesign of the library's website to be more visually appealing.

Millage Update: Director Sulecki provided the board with an update on the Millage Committee's actions and plans. A rough draft of the millage ballot language was provided for the board to review. Further ballot language review by the library's attorney will take place soon.

Old Business:

- Circulation Seating: The new seating for the circulation desk has been ordered and should be delivered in a few weeks.
- MCD Free Floor Plan: Director Sulecki is still waiting to hear from the MCD representative about rescheduling our free floor plan assessment.

New Business:

- Additions to the ACH Approved Vendor List: Three new companies were proposed to be added to the list of approved vendors. Member Wilson motions to approve the additions. Member Monschein approves the motion. Member Thomson seconds the motion. All members approve.

- Unassigned Fund Balance: Members of the board discuss what projects to allocate unassigned funds to. Suggestions include repairing or replacing the library's roof, HVAC maintenance, resurfacing the public parking lot, purchasing new or reupholstering the library's current furniture, replacing the main entryway doors with automatic doors, and remodeling the entryway.
- Separate Account for Roof Replacement: The board of trustees has created a separate account for the eventual library roof replacement project.
- Guidelines for Closing the Library: The management team (Jessica Sulecki, Shanae Java, Sara Horn, Kayla Cuatt, Maura Carter, and Addison Kimmer) has been working on creating an official policy for when the library should close. They are also creating a survey that will go out to all staff to get a better understanding of which employees would be willing to come in outside of their scheduled working hours when a staffing emergency occurs. As a safety precaution, there must be at least two staff members always present in the building.
- Training for AED: Director Sulecki is working with members of the board to set up AED and CPR training for all staff members. Currently, they are still investigating the available options. It is suggested that a special budget line is created for staff training to pay for this, and other, future training.
- Security of Library Materials: Member Monschein expressed concern about the lack of security measures for library materials. Director Sulecki explained that there have not been any reported increases in materials being stolen. She would investigate available security options, such as RFID.

Meeting adjourned at 7:00 PM.

Caitlyn Tanner (draft for approval)