

CHARLOTTE COMMUNITY LIBRARY

BOARD MINTUES

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

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

Absent: Robert Monschein

Also, Present: Charlotte Community Library Director Jessica Sulecki, Assistant Director Shanae Java, and Caitlyn Tanner (note taker).

Vice President Tirrell called the meeting to order at 6:02 p.m.

Pledge of Allegiance

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

Public Comments: No comments from members of the public.

Approval of Minutes: Member Wilson motions to approve the minutes of February 19, 2026, as written. Member Cook seconded the motion. Motion passed.

Financial Report: The financial reports for March 2026 are reviewed at this meeting. There are no additional bills to pay. There is also a brief follow-up discussion about the intercepted check intended for AutoGraphics; Director Sulecki has filed an official report with the Michigan Attorney General’s office and is waiting for a response. Member Wilson moves to accept the financial reports. Members Tirrell and Sipka second the motion. All members approve.

Manager’s Report:

As printed, highlights include:

- Front Doors: One of the lobby’s exterior doors has had continued problems with locking, and repairmen from Izzy’s Glass and Doors have been called to address the situation three times in the past week. It has been determined that the panic bar is

broken and needs to be replaced. The door is to remain locked until the necessary parts arrive and can be installed.

- Carnegie Foundation Grant: The Carnegie Foundation of New York has given the Charlotte Community Library a \$10,000.00 grant as part of their celebration of America's 250th birthday. The management team has decided to put the money towards programming, with the first event being the Summer Kick-Off Party held in June. The remaining funds will be split between the Youth Services department, the Adult Services Department, and the Local History Department. Director Sulecki has plans on how to thank the Carnegie Foundation and our community for their support.
- Strategic Planning Committee: Director Sulecki is putting together a strategic planning committee and asks members of the Board of Trustees to join. Members Cook and Thompson have agreed to participate.

Millage Committee: The Board of Trustees discussed the proposed rate of the Charlotte Community Library's next millage, deciding whether to ask for a 10-year renewal at the current rate of 1.3644 mils or asking for a renewal with a Headlee Restoration to 1.4 mils. Member Wilson motions for the Board of Trustees to approve the renewal with a Headlee Restoration to 1.4 mils. Member Thomson seconds the motion. A roll call vote was taken: Member Borrelli – Unable to vote. Member Tirrell – Yes. Member Wilson – Yes. Member Monschein – Absent. Member Thomson – Yes. Member Cook – Yes. Member Sipka – Yes. The motion passed at a 5-0 vote.

Old Business:

- Circulation Desk Seating: The new chairs for the circulation desk have arrived and staff are very appreciative of them.
- MCD Floor Plan: Director Sulecki is still waiting to hear back from the company representative.
- Unassigned Fund Balance: Director Sulecki has created a budget for the unassigned fund balance. Member Wilson motions to accept the proposed budget. Member Cook seconds the motion. A roll call vote was taken: Member Borrelli – Unable to vote. Member Tirrell – Yes. Member Wilson – Yes. Member Monschein – Absent. Member Thomson – Yes. Member Cook – Yes. Member Sipka – Yes. The motion passed at a 5-0 vote.
- AED Training: Director Sulecki is still waiting to hear back from the Charlotte Aquatic Center staff about AED training. She has also contacted Neumann Safety about getting AED and CPR training if the Aquatic Center is unable to assist. It would cost

\$70.00 per person through Neumann Safety. Director Sulecki plans to allocate extra funding for staff training in next year's budget to accommodate the cost.

New Business:

- New Circulation Policy: Parts of the circulation policy have been updated to reflect the library's switch from Verso to Atrium. Member Wilson moves to approve the new policy. Member Sipka seconds the motion. All members approve the motion.
- The Festival of Oddities: After several years of repeated complaints from patrons about the being unable to access the library during the Festival of Oddities, Director Sulecki requests input from the Board of Trustees. She provides two options, the first is to have extra staff work during the duration of the festival and keep non-library patrons from parking in the library's parking lot. The second option is closing the library on the day of the festival and adding it to the list of paid holidays. Member Cook moves to close the library and add the day to the list of paid holidays. Member Wilson seconds the motion. All members approve the motion.
- Carnegie Foundation Grant: This matter was discussed earlier in the meeting.
- The Eaton County Expo: Board members inquire if library staff will be present at the upcoming Eaton County Expo. Staff members from the Youth Department will host a story time program. Director Sulecki is still waiting for information regarding the library's table/booth.

Meeting adjourned at 7:07 PM.