CHARLOTTE COMMUNITY LIBRARY

BOARD MINTUES

April 16, 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 April 16, 2026, 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: None

Also present: Charlotte Community Library Director Jessica Sulecki and Caitlyn Tanner (note taker).

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

Pledge of Allegiance

Approval of Agenda: Member Borrelli adds two items to the agenda under new business: celebrating the United States of America's 250th birthday, and usage of the Fred and Judy Good Trust funds. Member Monschein adds one item to the agenda under new business: library material security system. Director Sulecki adds one item to the agenda under new business: Management Team wish list. Member Wilson motions to approve the updated meeting agenda. Member Cook seconds the motion. Motion passed.

Public Comments: No comments from members of the public.

Financial Report: The financial reports for April 2026 are reviewed at this meeting. There are no additional bills to pay. Member Monschein moves to accept the financial reports and pay this month's bills. Member Thomson seconds the motion. All members approve.

Manager's Report:

As printed, highlights include:

- Executive Summary: We received another trust! The Fred and Judy Good Trust have donated $12,500 to the library. The note with the check wasn't very specific, so I reached out to the executor to see if there are any stipulations on how the money should be used. I will let you know once I hear back from her.
    - Director Sulecki clarified that she was able to get in contact with the trust's executors and there are no stipulations regarding how the funds should be

spent. The Management Team (Director Sulecki, Assistant Director Java, Circulation and IT Director Horn, Youth Services Director Carter, and Collection Development and Inter-Library Loan Director Cuatt) are working together to determine the best way to spend the funds.

- Staff: We have hired a new library clerk, and they will start in the next few weeks! [Additionally], the job posting for the page positions will go out soon.
- Programming: This Saturday is the Night for Notables viewing party at 5:30 PM, with the Keynote speaker at 6:00 PM. Director Sulecki, Assistant Director Java, Youth Services Director Carter, and Collection Development and Inter-Library Loan Director Cuatt will be attending the Night for Notables event in person at the State of Michigan Library.
- MIOSHA Safety Audit: A representative from MIOSHA visited the library on Monday, April 13th to conduct a safety audit. There were a few issues that need to be addressed, but overall, the library passed the audit. We will work on addressing the issues within the coming weeks.
    - The audit was requested by the Management Team as a prerequisite for MIOSHA safety training for the staff. Assistant Director Java will be working with the MIOSHA representative to get these training courses set up.
    - Director Sulecki will submit the formal MIOSHA report to the board members when she receives it.

Millage Committee: The Board of Trustees reviewed the updated ballot language for the Charlotte Community Library's next millage. Member Tirrell motions for the Board of Trustees to approve the updated ballot language. Member Wilson seconds the motion. A roll call vote was taken: Member Borrelli – Yes. Member Tirrell – Yes. Member Wilson – Yes. Member Monschein – Yes. Member Thomson – Yes. Member Cook – Yes. Member Sipka – Yes. The motion passed at a 7-0 vote.

Old Business:

- MCD Floor Plan: Director Sulecki is still waiting to hear back from the company representative. She has reached out multiple times and hasn't received any response.
- AED Training: The Charlotte Aquatic Center is unable to provide AED and CPR training to the library staff at this time. Director Sulecki has received a quote from a private training company at a cost of $70.00 per person that she will pursue at the start of the next fiscal year. Director Sulecki will offer the training course to members of the staff and Board of Trustees; ideally at least one staff member who takes the training will be working at the library each shift.

New Business:

- LSTA and MIOSHA Grants: Director Sulecki is in the process of applying for grants from the State of Michigan's Library Services and Technology Act (LSTA) grant program and MIOSHA. Ideally the funds from these grants would be used to support the Management Team's goals for the Fred and Judy Good trust funds.
    - In addition, the MIOSHA representative strongly recommended installing an eye washing station in the library, which could be paid for via a MIOSHA Workplace Improvement and Safety and Health (MIWISH) grant.
- Management Team Wish List: The library Management Team has created a list of purchases/projects that they would like to pursue if The Charlotte Community Library were awarded one or more grants. They include the following:
    - Purchasing a cargo van to use for library outreach, including children's programming, mobile assistance events, expanding homebound deliveries and creating miniature libraries at assisted living facilities, and much more.
    - Creating a sensory garden in front of the library to provide food assistance to the community and another location to host programs.
    - Purchasing new and improved materials for youth programs like Baby and Me, Toddler Time, Playtime Pals, etc.
    - Purchasing new chairs for the Spartan Room.
    - Member Borrelli expressed interest in bringing back the Master of Library and Information Science (MLIS) degree assistance program as well. This would reimburse staff members who are pursuing their MLIS degree or plan to do so in the future.
- Library Materials Security System: Member Monschein raises concerns about the lack of security system in place for library materials. Director Sulecki indicates that implementing an RFID system would be too costly for the library to pursue at this moment and purchasing new security gates would not be a worthwhile investment. It is suggested that the library staff conduct a comprehensive inventory of the library's materials to verify if any have been stolen since the security gates were removed. Director Sulecki will also investigate some options for security systems and bring them to the next meeting.
- Celebrating the United States of America's 250th Birthday: Member Borrelli inquires about the library staff's plans on celebrating the nation's 250th birthday in July. Director Sulecki states that the Management Team has ideas on how to celebrate the event, but nothing has been set in stone yet.

Meeting adjourned at 6:58 PM.

Caitlyn Tanner (draft for approval)