CHARLOTTE COMMUNITY LIBRARY

BOARD MINTUES

May 21, 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 May 21, 2026, at 6:00 p.m.

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

Absent: Gloria Wilson

Also present: Mayor of Olivet Laura Barlond-Maas, 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 one item under old business: celebrating the United States of America's 250th birthday. Member Monschein adds one item under new business: review of trust funds and promoting estate donations. Director Sulecki adds one item under new business: L-4029 millage authorization. Member Monschein moves the "security gates" item from new business to old business. Member Cook motions to accept the new meeting agenda, Member Tirrell seconds the motion. Motion passed.

Public Comments: Ms. Kimberly Cramer wished to share her displeasure with the Board of Trustees about the library's current circulation policy. She feels it is unfair that patrons are blocked from accessing public computers and other library services when they have three or more overdue items.

Concerns are raised about an unhoused patron smoking marijuana and using vulgar language on library property. Director Sulecki has spoken with this individual several times and the management team is still deciding on what action(s) to take. The Board of Trustees requests a follow-up on the matter at the next meeting.

Mayor Barlond-Maas praises the library for their outreach to the Olivet community. The Youth Department's programs have been well received, and she is looking forward to seeing more from the staff in the future.

Approval of Minutes: Member Cook motions to approve the April 16, 2026 regular meeting minutes without corrections. Member Sipka seconds the motion. Motion passed.

Financial Report: The financial reports for May 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. Members Thomson and Cook second the motion. All members approve.

Manager's Report:

As printed, highlights include:

- Executive Summary:
    - Carmel Township has decided to no longer participate in the Charlotte Area Recreation Co-op (CARC), so decisions on the grant will have to be postponed for a few months. I will update you when they are able to decide on which projects they will be funding.
    - I reached out to the other Library Directors in Eaton County, and we are going to start having quarterly meetings where we give each other updates, help work through problems, and come up with ways we can better support each other. We are still working on picking a date and time for the first meeting, but I will keep you updated.
    - I have given my new city/township reports to all the service areas but Charlotte so far this month. The city and township boards seem to really appreciate them, so I will keep following the same format moving forward.
- Staff:
    - We will have 15 participants for the AED training [course] through Brian Neumann. We are going to wait until after the start of the new fiscal year to schedule the training, to make sure the bill falls in the new fiscal year, but I will let you know when there is an official date for that.
    - An updated organizational hierarchy chart has been included in this month's board packet.
- Facilities**:**
    - If you haven't seen the back staff area yet, I encourage you to stop by and take a look! We are all settled into the new configuration and we love it!
    - Shae and I have finished fixing the things that the MIOSHA safety officer put in her report. A copy of the report is in this month's Board packet so you can see what we fixed.
- Community:
    - Our billboard will go up in just a few weeks! I will bring printed out proofs of the design with me to the meeting.

Millage Committee: Director Sulecki updates the Board of Trustees about the millage committee's most recent meeting on Tuesday, May 19th. This meeting focused heavily on marketing efforts and having millage committee members attend local festivals (Charlotte Celebrates, the Eaton County 4-H Fair, and Olivet's Fireman's Festival) in the coming months.

Strategic Planning Committee: Director Sulecki updates the Board of Trustees about the strategic planning committee's most recent meeting on Monday, May 18th. At this meeting members presented data on the community; they will analyze the data and present their findings at the next meeting.

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. If she does not hear back by September, she will stop pursuing the project.
- Celebrating the United States of America's 250th Birthday: Director Sulecki and Adult Services Coordinator Addison Kimmer have been working together to create a time capsule project in honor of America's 250th birthday. They will host an event in July where members of the public can decorate the time capsule and contribute materials. Member Borrelli suggests getting local businesses to donate materials; Director Sulecki will follow up with this idea.
- Security Gates: Director Sulecki presents data from other libraries in Michigan about their security systems. Of those who responded to her inquiries, only one had functioning security gates and they were very expensive to maintain. The rest had either removed their security gate systems in the past five years or never had them to begin with. Member Borrelli suggests that the library install a special security system for the Michigan Room's collection; Director Sulecki will research available options.

New Business:

- Personnel Committee: Member Cook passes out copies of Director Sulecki's six-month evaluation to the Board of Trustees. It is requested that the filled-out surveys are returned to the Personnel Committee by Friday, May 29.
- LSTA 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. She plans on submitting the grant proposal on May 27th. She will find out if the library has received any grant money sometime in the fall.

- Cargo Van Data: Director Sulecki presents the Board of Trustees with a spreadsheet estimating the costs of purchasing and maintaining a new 2026 cargo van for two years. The LSTA grant Director Sulecki is pursuing would cover ~$20,855.00 of the cost, and the remaining ~$67,600.00 would need to be covered by a loan or other funding source.
- Cargo Van Proposal: After a group discussion, Member Monschein motions to approve applying for the LSTA grant to fund the cargo van project, and moving forward with Director Sulecki reaching out to local businesses for price quotes associated with the project. Member Cook seconds the motion. Motion approved.
- Trust Fund Review: The Board of Trustees discusses the status of the library's estate donation process. They request an updated informational brochure and sharing the information with more local businesses, such as estate lawyers. Director Sulecki will follow up on this request at the next meeting.
- L-4029 Millage Authorization: Director Sulecki presents the Board of Trustees members with the 2026/2027millage tax rate form. Member Tirrell motions to assess the 2026/2027 millage tax rate and the Headlee Rollback rate of 1.3570 mils. Member Cook seconds the motion. A roll call vote is held: Member Borrelli – Yes; Member Tirrell – Yes; Member Wilson – Absent; Member Monschein - Yes; Member Thomson - Yes; Member Sipka – Yes. The motion passes.

The 2026/2027 Proposed Budget: Director Sulecki presents the Board of Trustees with a copy of the proposed budget for the 2026/2027 fiscal year. She also presents a draft of the public hearing notice for the 2026/2027 budget to be held on Thursday, June 18, 2026. Member Borrelli requests a budget line for continuing education be added before the next meeting. Member Cook motions to schedule the public hearing for Thursday, June 18, 2026, at 6:00 PM and to publish the public hearing notice in the appropriate locations. Member Tirrell seconds the motion. A roll call vote is held: Member Borrelli – Yes; Member Tirrell – Yes; Member Wilson – Absent; Member Monschein - Yes; Member Thomson - Yes; Member Sipka – Yes. The motion passes.

Special Thanks: The Board of Trustees give a special thank you to the City of Olivet and Mayor Laura Barlond-Maas for hosting this month's meeting.

The meeting is adjourned at 7:35 PM.

Caitlyn Tanner