CHARLOTTE COMMUNITY LIBRARY

BOARD MINTUES

June 18, 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 June 18, 2026, at 6:00 p.m.

Roll Call was taken: Eunice Borrelli – Here, Keith Tirrell – Here, Gloria Wilson – Here, Robert Monschein – Here, Cindy Cook – 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: There are no additions to the meeting agenda. Member Wilson motions to accept the meeting agenda, Member Cook seconds the motion. Motion passed.

Public Comments: There are no public comments.

Approval of Minutes: Member Wilson motions to approve the May 21, 2026 regular meeting minutes with corrections. Member Sipka seconds the motion. Motion passed.

Financial Report: The financial reports for June 2026 are reviewed at this meeting. There is concern about an invoice from PotterVilla Applied Technology for an attempted repair of the Spartan Room's HDMI connection system. The Board of Trustees requests Director Sulecki reach out to the PotterVilla team about receiving a credit or other form of reimbursement for this attempted repair; Director Sulecki will follow-up with the Board of Trustees when she receives a response.

There are no additional bills to pay. Member Cook moves to accept the financial reports and pay this month's bills. Member Sipka second the motion. All members approve.

Manager's Report:

As printed, highlights include:

- Executive Summary:

    - I will be on my honeymoon from July 8th to the 24th, so Shae will be acting Director and will attend the July board meeting in my stead. I have already gotten most of the July Board packet ready for her and will make sure the financial reports are done before I leave. Shae will also be working with Sara and Maura to make sure everything runs smoothly while I'm away. I have complete faith in her and the rest of the management team!
    - I have started presenting on the millage at the city/township Board meetings. So far, no one seems to have lots of questions or strong opinions, but I will let you know if something comes up at the meetings later in the month.
    - We received a $2,000 innovation grant from Woodlands! Since we are so close to the beginning of a new fiscal year, we are going to wait until after July 1st to spend the money. By then, we should know if we received the CARC grant or not. If we do not receive the CARC grant, we will use the innovation grant money to pay for the sensory garden project. If we do receive the CARC grant, we will go through our wish list and find another use for this money.
        - Director Sulecki wants to purchase some sunshades with the grant money to encourage more use of the garden space.
    - We also have been receiving donations in memory of Lou Ann Boone. I went through the old Board meeting minutes to see what Lou was passionate about when she was Director. Other than the new library building, something Lou spearheaded every year was a Readathon at the public schools. We would like to use the memorial money to revive this tradition and have a Lou Boone Memorial Readathon every year during March is Reading Month. I am still doing research into what all goes into a Readathon, but when I have a more concrete picture of what this will look like I'll share it with all of you.
- Staff:
    - Pam Kane is retiring on June 30! We will be having a goodbye dinner for her at Acapulco on Thursday, July 2 at 7:00 pm. You are all invited to attend! Everyone is asked to pay for their own dinner, but we will be getting Pam a cake and a small gift.
- Marketing**:**
    - The billboard looks great! This is the last piece of the Ask Me Why I Love Charlotte Community Library marketing campaign, which I think was very successful.

Millage Committee: Director Sulecki and Member Borrelli provide updates on the Your Library Yes Millage Committee's work. The group has submitted multiple advertisements to The County Journal, and will attend the upcoming Charlotte Celebrates festival, the Eaton County 4H Fair, and the Olivet Fireman's Festival. In addition, they have created special water bottle labels for the free water passed out at these events.

Strategic Planning Committee: No updates at this meeting.

Old Business:

- Follow-up on Homeless Patron: Members of the management team have spoken with the homeless patron about their behavior, and things have improved since last month. Director Sulecki has reached out to The SIREN Shelter, Capital Area District Libraries, and other local organizations for additional resources.
- The Personnel Committee: Director Sulecki's six-month evaluation is presented, and things appear to be going well. Both staff and board members had positive things to say about her performance. At this point, no new goals have been assigned to Director Sulecki, and her one-year evaluation will take place in November 2026.

New Business:

- Banking Authorization: Director Sulecki requests permission to add Assistant Director Shanae Java to the Charlotte Community Library bank account. Member Thomson motions for a roll call vote, Member Wilson seconds the motion. A roll call vote is held: Member Borrelli – Yes, Member Tirrell – Yes, Member Wilson - Yes, Member Monschein – Yes, Member Thomson – Yes, Member Sipka – Yes, and Member Cook – Yes. The vote passes.
- Amended Budget for 2025/2026 Fiscal Year: The Board of Trustees review an amended budget for this past fiscal year. After their review, Member Wilson motions to approve the amended budget. Member Tirrell seconds the motion. A roll call vote is held: Member Borrelli – Yes, Member Tirrell – Yes, Member Wilson - Yes, Member Monschein – Yes, Member Thomson – Yes, Member Sipka – Yes, and Member Cook – Yes. The vote passes.
- Adding "Memorial – General" and "Grant Funds" Expense Line: Director Sulecki requests to add two budget lines to the 2026/2027 budget: "Memorial – General" for any expenses paid with memorial funds that are not book purchases, and "Grant Funds" which expands upon how grant funds are spent. The Board of Trustees approve this request without a formal motion.
- Spartan Room Speakers: As discussed earlier in the meeting, Director Sulecki will follow up with the PotterVilla team about crediting the library for the attempted Spartan Room repair. She will share more information with the board as it becomes available. The issue has been tabled until the July meeting.

2026-2027 Budget Hearing and Adoption of Budget: President Borrelli recessed the regular meeting and opened the budget hearing at 7:10 PM. The Board of Trustees review

the proposed budget and ask Director Sulecki clarifying questions. President Borrelli closes the budget hearing at 7:29 PM and resumes the regular open meeting.

Member Wilson makes a motion to accept the proposed 2026/2027 Budget (Revenues of $965.796.84 and Expenses of $965.796.84) as presented. Member Thomson seconds. A roll call vote is held: Member Borrelli – Yes, Member Tirrell – Yes, Member Wilson - Yes, Member Monschein – Yes, Member Thomson – Yes, Member Sipka – Yes, and Member Cook – Yes. The vote passes.

Resolution of Certifying Tax Levies for Operating, Debt Millage and Approving Budget: After a brief discussion, Member Wilson motions to approve the resolution. Member Cook seconds. Member Thomson seconds. A roll call vote is held: Member Borrelli – Yes, Member Tirrell – Yes, Member Wilson - Yes, Member Monschein – Yes, Member Thomson – Yes, Member Sipka – Yes, and Member Cook – Yes. The vote passes.

Review of Policies: Director Sulecki presents the Board of Trustees with copies of policies found on the Library's server. She requests the board members review these policies and let her know if they remember voting on them in the past.

Meeting adjourned at 7:31 PM.

Caitlyn Tanner (draft for approval)