

**CHARLOTTE COMMUNITY LIBRARY
MINUTES**

Minutes of a regular meeting of the Board of Trustees of the Charlotte Community Library, County of Eaton, State of Michigan, held in the Library on April 21, 2016, at 7:00 p.m. prevailing Eastern Time.

PRESENT: Sylvia Colles, Dale Dodds, Jo Jones, Mary Sloan, and Keith Tirrell

ABSENT: Sharon VanLoton and Gloria Wilson

ALSO PRESENT: James Oliver – Library Director and Marlena Arras – Director of Financial Services

President Sloan called the meeting to order at 7:00 p.m. “Out-of-District Fee Card Discussion” was added to the agenda under Old Business. “May Meeting Date” was added to the agenda under New Business. Vice-President Dodds made a motion to accept the agenda as amended. Member Jones seconded. 5 AYES 0 NAYS Motion carried.

Member Jones made a motion to accept the minutes from the meeting on March 17, 2016, as written. Member Colles seconded. 5 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for March 2016. He mentioned that the MERS pension liability was added to the bottom of the balance sheet as a reminder of the liability. One expenditure to Dukes Spraying Service in the amount of \$39.00 was added to the list of expenditures. Member Colles made a motion to accept the financial report and pay the bills as amended. Vice President Dodds seconded. 5 AYES 0 NAYS Motion carried. Treasurer Tirrell mentioned that the library would soon be using a new payroll service that would save upwards of \$250.00 per month.

Member Wilson arrived at 7:10 p.m.

There were no citizens present to offer comments.

There were two comments in the Comment Box. Both indicated that the library staff was courteous and knowledgeable. One commented that the library should sell coffee.

There were no additional staff members present to offer comments.

Mr. James Oliver, Library Director, mentioned that he attended the Friends of the Library’s annual meeting. The guest speaker was interesting but it was not as well attended as other annual meetings.

Mr. Oliver presented the Resolution Submitting Millage Proposal and official ballot language as drawn up by the attorney. Vice President Dodds made a motion to accept the resolution as presented. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

The Board discussed a proposed list of incentives for the millage. Member Colles stated that the first reason to request a millage increase it to balance the budget. Expenses have exceeded

normal revenues. There are services that the Board would like to offer the community but currently can't afford.

Mr. Oliver attended the Woodlands Library Cooperative (WLC) meeting earlier in the day and reported that WLC has a surplus of funds and will be offering the \$1,000.00 mini-grant opportunity again this year. WLC will also be reimbursing member libraries for the cost of the RIDES delivery. RIDES is the service that delivers items borrowed from other libraries. WLC is looking into if a transfer of ownership from one library to another is possible in OverDrive Advantage accounts.

Mr. Oliver noted that the library's OverDrive usage is at its highest ever. Regular circulation numbers have generally been lower for the past few months, which may be due to the two townships that left the service area.

President Sloan mentioned that some taxpayers are very unhappy that the current out-of-district fee card rate is less than what many of them pay in property taxes to support the library. Since the Board is going to ask the taxpayers to pay more, she feels the out-of-district rate should be made more equitable. Member Colles made a motion to increase the out-of-district fee card rate from \$50.00 per year/per household to \$75.00 per year/per household for those whose renewal date is August 1, 2016 or later. Vice President Dodds seconded. Member Jones thought the price hike was a little ambitious and believed that a gradual increase would be more acceptable. She suggested an increase of perhaps 10% this year and another 10% next year. Member Jones amended Member Colles's prior motion to increase the out-of-district fee card rate from \$50.00 per year/per household to \$60.00 per year/per household for those whose renewal date is August 1, 2016 or later. Vice President Dodds seconded. Treasurer Tirrell wanted to know how many fee cards are currently active and what other libraries in the area charge for out-of-district library cards. Treasurer Tirrell made a motion to table further discussion until next month's regular meeting. Vice President Dodds seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell made a motion to reschedule the regular Library Board meeting from May 19th to May 26, 2016 at 7:00 p.m. in order to attend the Carmel Township board meeting. Vice President Dodds seconded. 6 AYES 0 NAYS Motion carried.

Member Wilson mentioned that she will be unable to attend the rescheduled May meeting.

Meeting was adjourned at 8:00 p.m.