

**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 January 21, 2016, at 7:00 p.m. prevailing Eastern Time.

PRESENT: Dale Dodds, Jo Jones, Mary Sloan, Keith Tirrell, Sharon VanLoton, Gloria Wilson

ABSENT: Sylvia Colles

ALSO PRESENT: James Oliver, Library Director, Marlena Arras, Director of Financial Services, Deanna Boston, Library Staff Member, and Janet Chauvin, Library Staff Member.

President Sloan called the meeting to order at 7 p.m. "Health Insurance" and "SB571" were added under New Business on the Agenda. Vice President Dodds made a motion to accept the agenda as amended. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried.

Aaron Stevens from Abraham & Gaffney, P.C. presented the audit for fiscal year ending June 30, 2015. Mr. Stevens stated that the Library received an unmodified opinion, which is the highest level of assurance. The Library has a very healthy net position of 38.68% of annual expenses. He mentioned that the audit is not designed to give an opinion of internal controls. Suggestions are sometimes made, but it is up to the Library to implement. Mr. Stevens mentioned that GASB statement no. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* will be adopted during the 2017/2018 fiscal year. The Board thanked Mr. Stevens for attending the meeting and presenting the audit information.

Member Jones made a motion to accept the minutes from the meeting on November 19, 2015, as written. Member Wilson seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for December 2015. President Sloan thanked him for a job well done. Treasurer Tirrell noted that the library is half way thru the fiscal year and that Carmel Township was leading the way with remitting property taxes to the library. He noted that Retirement account was over budget due to the lump sum donation that was made earlier in the fiscal year. Two additions were made to the list of expenditures: \$132.50 to Custom Home Interiors for a repair to the tile flooring and \$260.00 to Stahl and Sons for repairs made to the heating units. An amended 2015/2016 budget was presented. The only change made was to cover the extra funds spent in the Retirement account. Vice President Dodds made a motion to accept the financial report, pay the bills as amended, and accept the Amended 2015/2016 Budget of \$490,719.70 in revenue and \$624,517.51 in expenses. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments and there were no comments in the Comment Box.

Staff member, Deanna Boston, stated that she has been hearing a lot of people commenting on how much they love this library. Lately, there has been an increase in the purchase of out-of-district fee cards. Vice President Dodds suggested that perhaps the library could start giving a free DVD rental coupon as a gift to people who purchase a fee card. Staff member, Janet Chauvin, mentioned that she really appreciated the extra days off during the holiday season. It was nice to spend the extra time with family.

Mrs. Chauvin stated that she has been trying to get the Friends of the Library more involved with the millage campaign and putting funds aside to help. The speaker at the annual meeting in April will be Lin Klassen, a body language and face reading expert. The Friends of the Library will only be participating at 1 recycling event this year. Last year there were too many books at the book sale. The Friends of the Library recently paid for the newsletter that was published and sent to elementary schools and have committed to purchasing Minecraft software.

Mr. James Oliver, Library Director, mentioned that the millage committee has been working on a PowerPoint presentation for speakers to use at events to promote the library. The committee has also been composing a letter to use for fundraising efforts. The deadline for the ballot language to be submitted to the county is May 10th for the August primary. If that vote fails, the deadline for the November ballot is August 16th. Mr. Oliver contacted 3 attorney firms for pricing and to date only 2 have responded. Treasurer Tirrell presented two graphs showing all income sources and expenses over the last 10 years. A graph highlighting just the 3 major sources of income, property taxes, penal fines, and state aid, will be presented at next month's regular meeting. The Board was reminded that they still need to set a millage rate for the upcoming election.

Mr. Oliver reported that the Woodlands Library Cooperative no longer has an actual office. Meetings will occur at member libraries and the governing board will meet at Albion District Library.

The Library recently received the Essential level of the QSAC (Quality Services Audit Checklist) program. QSAC is a voluntary management standards program that assists public libraries by setting benchmarks for Governance & Administration, Human Resources, Services, Collection Development, Technology, Facilities & Equipment and Public Relations sponsored by the Library of Michigan. Libraries can be certified at the Essential, Enhanced and Excellent levels.

The Library was awarded \$5,400.00 from the Capital Region Community Foundation technology grant. Eleven laptops and SSD (solid state drive) cards were purchased. The laptops will be used for digital literacy training.

A family coloring party will be held at the Library on January 23rd. The Library will host a Great Michigan Read event with other local book clubs on January 28th, where all participants discuss the book "Station Eleven" by Emily St. John Mandel, which was selected by the Michigan Humanities Council.

Mr. Oliver distributed copies of the proposed Collection Development policy. He incorporated the changes that were suggested during the November 2015 meeting. President Sloan inquired if all genres were labeled on books or just some select ones. She wondered, to be fair, if some were then shouldn't all of them? Member Wilson stated that she didn't feel qualified to make those decision as she doesn't have a MLIS degree like the library director. She feels the Board hired him to do the job and he should be allowed to use his discretion. Member VanLoton and Jones agreed. Member Wilson made a motion to approve the Collection Development policy with the amendments of adding the Board of Trustee wording on the first page and changing the date of approval. Member Jones seconded. 6 AYES 0 NAYS Motion carried. Member Jones requested that future documents include the name of the document and page numbers in the footer.

Member Wilson mentioned that the Personnel Committee met several times to try to solve the issue with the health insurance commitment that was made to one full-time employee. Due to the affordable care act, there are many restrictions on what can and can't be done. A bonus

recommendation was submitted to the Board. Member Wilson made a motion to remove the Medical and Hospital Insurance policy that was passed at the October 22, 2015, meeting from the Employee Handbook and insert the new bonus recommendation. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried.

Recently the governor of Michigan signed into law SB571, which states that a public body can't use public funds for communication regarding a ballot question 60-days prior to the election. The legislature is working on follow-up legislation to clarify certain provisions of the new law. Treasurer Tirrell encouraged board members to write or call the local representatives to complain. He is hoping the legislature makes changes before the August primary. President Sloan volunteered to write a letter on behalf of the Board.

Mr. Oliver distributed copies of a 3- year Strategic Plan. He instructed board members to look it over and give feedback at next month's meeting.

Meet was adjourned at 8:55 p.m.