

## **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 July 16, 2015, at 7:00 p.m. prevailing Eastern Time.

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

ABSENT: Gloria Wilson

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

President Sloan called the meeting to order at 7:00 p.m. No changes were made to the agenda so President Sloan called for its approval. 6 AYES 0 NAYS Motion carried. Member VanLoton made a motion to accept the minutes from the meeting on June 18, 2015, as written. Treasurer Tirrell seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for June 2015, the last month of the 2014/2015 fiscal year. There was one addition to the list of expenditures for Eaton Theatres for \$350.00 for 4 advertising slides, 2 for each screen, the theatre will show for 1-year. Member Colles wondered if the slides could be switched periodically so that the same slides weren't being shown repeatedly. Mr. Oliver will inquire. Member Colles made a motion to accept the financial report and pay the bills as amended. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments.

There was one comment in the Comment Box requesting Ancestry.com and that they enjoy the author visits to the library.

Member VanLoton asked library staff member, Deanna Boston about the Hamlin and Eaton Rapids Township patrons and their reaction to no longer being part of this library's service area. Mrs. Boston replied that some patrons indicated they will purchase a fee card so they can continue to use this library but others say they will not pay for a library card.

The Friends of the Library will not meet again until August.

The millage campaign committee is working on a calendar to keep track of dates. They feel yard signs will be the most influential publicity and probably will not do a mailing. Brett McRae has drafted a press release describing the library's budget and funding. The millage rate that will be determined needs to not just cover the survival of the library but should also include different wants and needs.

Mr. Oliver mentioned that the Woodlands Library Cooperative's (WLC) building lease ends in September. They have decided not to renew the lease and the director and office manager will work from home and hold meetings at member libraries in the co-op to save costs. Both will be compensated for some of their Internet and phone service costs. Member Colles asked Mr. Oliver to ask the WLC about health insurance that could be offered thru the co-op to member libraries.

Mr. Oliver reported that circulation and library use is up slightly from this time last year. The library has received a few complaints about teens hanging around in the parking lot and in front of the doors on Sundays' disrupting patrons trying to return items. The Wi-Fi has now been turned off on Sunday and the police have been asked to drive thru the parking lot. A bike was stolen from the library

and the perpetrator was identified on the security camera. The police were called again when the same individual returned to the library later to use a computer.

Mr. Oliver received a proposal from ACD.net for 40 Mbps. fiber optic Internet and voice services. The contract would be for 5-years but the terms can be modified or cancelled at any time without penalty if loss of funding occurs. Treasurer Tirrell thought the current Internet provider should be contacted to see if they can offer a comparable product and rate. Mr. Oliver will contact AT&T to inquire and if they don't he plans to sign the contract with ACD.net.

Mr. Oliver talked to Mr. Bryan Myrkle, Community Development Director regarding the Downtown Development Authority (DDA) tax captures. The DDA captures the amount that was collected over the library's baseline millage rate. Since the growth has not been occurring, they have not been taking as much as they have in the past. Due to the decline in funding, the DDA is now receiving 2 mils from all properties in the DDA district except those that are tax exempt, such as the library. If the library passes a millage increase, the DDA would have to change their baseline rate. The library would receive the new rate but not the new growth.

Mr. Oliver stated that he was still working on the major expenditures list.

Figures were presented confirming that the rate the library charges for copies covers the expenses of providing the service.

The Board discussed the proposed 2014/2015 Amended Budget. Treasurer Tirrell complimented the staff and the director for their efforts in reducing expenditures for the year. Member VanLoton made a motion to approve the 2014/2015 Amended Budget of \$593,986.00 in revenue and \$554,906.00 in expenses. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

The regular meeting was closed and the Annual Meeting opened. Member Jones made a motion to approve the Resolution Establishing Regular Meetings for 2015/2016. The Charlotte Community Library Board meets on the third Thursday of each month at 7:00 p.m., except October, when it meets on the fourth Thursday. Vice-President Dodds seconded. 6 AYES 0 NAYS Motion carried.

Member Jones made a motion to retain the current set of officers. Member Colles seconded. A poll of the current officers revealed all were willing to serve another year. Treasurer Tirrell requested a trainee for the treasurer position. He believes that a fresh perspective may be needed. Member Jones volunteered. 6 AYES 0 NAYS Motion carried. (President: Mary Sloan, Vice-President/Secretary: Dale Dodds, Treasurer: Keith Tirrell)

Treasurer Tirrell made a motion to add Member Jones to the list of authorized signatures, which includes K. Tirrell, V. Dale Dodds, M. Sloan, J. Oliver and A. Goeman, at Eaton Federal Savings Bank (M. Arras is authorized for the petty cash account only). Member Jones would also be added to the list of authorized signatures for Independent Bank, which includes K. Tirrell, V. Dale Dodds, M. Sloan, and J. Oliver. Also, Member Jones would be added to the list of authorized signatures for Fifth Third Bank, which includes K. Tirrell and J. Oliver. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried.

President Sloan made the following appointments to committees. President Sloan will continue to serve as an ex officio member on all committees.

Personnel: Members Colles and Wilson

Financial: Treasurer Tirrell and Member Jones

Building/Grounds: Vice-President Dodds and Member VanLoton

Meeting was adjourned at 8:20 p.m.