

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 October 22, 2015, at 7:00 p.m. prevailing Eastern Time.

PRESENT: Sylvia Colles, Jo Jones, Mary Sloan, Keith Tirrell, Sharon VanLoton and Gloria Wilson

ABSENT: Dale Dodds

ALSO PRESENT: James Oliver, Library Director, Marlena Arras, Director of Financial Services, Rhonda Brown, Library Staff Member, and Pam Kane, Library Staff Member.

President Sloan called the meeting or order at 7:00 p.m. Member VanLoton made a motion to accept the agenda. Member Jones seconded. 6 AYES 0 NAYS Motion carried. Member VanLoton made a motion to accept the minutes from the meeting on September 17, 2015, as written. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for September 2015. He pointed out that the expenditure for WT. Cox Info Services is for the yearly renewal of most of the periodical subscriptions. There was one addition to the expenditures list \$276.00 to Johnson's Paint & Floor Covering for paint and supplies to paint the stucco on the exterior of the library building. Treasurer Tirrell 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 were two comments in the Comment Box. Both indicated that library staff were very helpful and friendly and one said "I love your library."

Library staff members had no comment at this time.

No report was given on behalf of the Friends of the Library.

Member Colles mentioned that the Millage Committee is working on a timeline of things that need to be accomplished. A notebook is also being put together with accurate data for speakers to use so they can be precise and consistent in the message they are giving. November 21st is the next meeting of the millage committee.

Mr. James Oliver, Library Director, mentioned that the \$1,000.00 mini-grant that was given by the Woodlands Library Cooperative (WLC) will be used for an author visit in April.

Fall programming has begun. A ceiling-mounted projection system was added to the major expenditures list. Member Colles informed the staff members present that the purpose of the major expenditures list was so people would understand why the library has money in reserve. She suggested that the list should be put into 2 categories: "definite need" and "future purchase." Member Jones stated that the library has a responsibility to maintain a level of technology expected in today's world. The switch from AT&T to ACD.net for phone and Internet has been completed.

The Personnel Committee distributed new wording for the Medical & Hospital Insurance section in the employee handbook. Member Jones mentioned that she likes the fact that the library will

increase its contribution each year. She believes it helps promote longevity. Member Colles stated that the wording reflects the library's current financial standing and can be changed in the future. A change in the wording regarding the cash in lieu of insurance was made to distribute the amount in 26 payments or whatever form the payroll may take. Member Wilson made a motion to accept the medical & hospital insurance wording as amended. Member Colles seconded. 6 AYES 0 NAYS Motion carried. Member Wilson will email the proper wording to board members.

Mr. Oliver sent a notice to the current building and liability insurance provider, Michigan Municipal League (MML), that the library would be looking at quotes this year. Two companies were asked to provide a quote but only one was received. The coverages were similar when comparing MML to the quote received by David Chapman Agency (DCA). The DCA rate was lower for a \$3 million policy. The current policy with MML is \$2 million. Treasurer Tirrell was thankful to have a comparison and felt the library couldn't go wrong with either company. Mr. Oliver noted that the representative at MML is always very helpful and the company is used to dealing with libraries. The DCA mostly insures municipalities and townships. The Board debating the pros and cons of both companies. Member Jones made a motion to continue with MML for the yearly renewal on December 1, 2015 with the hope of getting quotes earlier next year so that the board will have a longer time frame to decide. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

Member Colles made a motion to hold a closed session to discuss the director's evaluation. Member Wilson seconded. 5 AYES (Colles, Wilson, Sloan, Tirrell, and Sloan) 1 NAY (VanLoton) Motion carried. The closed session began at 7:45 p.m.

The closed session was opened at 8:16 p.m. and the regular meeting was adjourned at 8:17 p.m.