

**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 September 17, 2015, at 7:00 p.m. prevailing Eastern Time.

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

ABSENT: None

ALSO PRESENT: James Oliver, Library Director, Marlena Arras, Director of Financial Services, Rhonda Brown, Library Staff Member, and Sally Seifert, Children's and Young Adult Librarian.

President Sloan called the meeting to order at 7:00 p.m. "Director Evaluation Forms" and "October Meeting Reminder" were added to the agenda under New Business. Treasurer Tirrell informed the Board that he might have to leave the meeting early as he has another meeting to attend. Vice-President Dodds made a motion to accept the agenda as amended. Member VanLoton seconded. 7 AYES 0 NAYS Motion carried. Vice-President Dodds made a motion to accept the minutes from the meeting on August 20, 2015, as written. Member Jones seconded. 7 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for August 2015. He pointed out that staff salaries are lower than the projected year-to-date budget figure at this time. Member VanLoton made a motion to accept the financial report and pay the bills as presented. Member Wilson seconded. 7 AYES 0 NAYS Motion carried.

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

Mrs. Sally Seifert showed some pictures of the parade float that some library staff members built. The float won 1st prize in the Charlotte Frontier Days parade. The Board thanked the staff for their extra efforts.

Member VanLoton stated that she has not been able to attend any recent Friends of the Library meetings as she has to work on the meeting dates. She knows they have been discussing the annual book sale.

Member Colles mentioned that the next millage campaign meeting will be Saturday, September 19th at 12:30 p.m. Anyone interested is welcome to attend.

There was no Woodlands Library Cooperative (WLC) meeting.

Treasurer Tirrell distributed a graph that shows funding levels at different millage rates. The Board needs to choose a rate that will cover expenses for the next 10-years. The library does not have to levy the maximum millage rate every year if it isn't needed. Member Colles was concerned about including penal fines as part of funding as it has been suggested that they are not a dependable form of income. Treasurer Tirrell argued that they were dependable as the library receives them every year. They agreed it is the amount that will be received that is the unknown.

Mr. James Oliver reported that the library has received a \$1,000.00 mini-grant from WLC. The funds are to be used in some manor to serve the public. A report will need to be made to the WLC Advisory Council on how the funds were spent.

Mr. Oliver discussed the major expenditures list. He has been making additions to the list. He included a renovation of the wall coverings in the Spartan Room. Member Colles suggested that a ceiling mounted video projector system in the Spartan Room would be very beneficial. Mr. Oliver will add the cost for one to the list.

Yesterday a meeting with the MERS retirement representative took place. Member Jones reported that the reason that the library's funded ratio did not grow from the 49% it was last year is due to many factors. One being that benefit payments to retirees have increased from \$34,067 in 2004 to \$60,763 in 2014 without a similar increase in employer contributions. Up until last year, the library had only been making the minimum contribution each month. In 2008 there was a severe downturn in the economy and the MERS investment system lost approximately 25%, which is being "smoothed", or averaged, over a 10-year repayment period. Without smoothing the entire amount would have been due in a single year, which would have been devastating. The bottom line is the library's liability to the fund is at least \$343,057. The Board discussed options for meeting the liability. Vice-President Dodds made a motion to use the funds received from the Owens-Brockway judgment in the amount of \$56,573.00 as a one-time contribution to the MERS retirement plan. Treasurer Tirrell seconded. 7 AYES 0 NAYS Motion carried.

The Personnel Committee asked for thoughts on the medical and hospital insurance policy wording that was distributed last month. Treasurer Tirrell had to leave the meeting at 7:45 p.m. Currently the library does not offer a group health insurance plan because group plans require a minimum of 2 employees to be enrolled. If the library were to have a group health plan in the future, according to state of Michigan guidelines and changes to the Affordable Health Care Act, an 80% cap would have to be placed on the amount the library could pay for the coverage. Member Colles will continue working on the language for the policy for the employee handbook and present it at next month's regular meeting.

Member Colles mentioned that it is past time for the director evaluation. A new evaluation form was distributed to Board members to fill out and return to the library by October 1st. Board members can sign the form or submit their comments anonymously. The library staff is also being asked to complete an evaluation of the director. The director will complete a self-evaluation form. The Personnel Committee will tabulate the results and make a presentation to the Board. A performance agreement indicating specific goals and a timeline will also be discussed with the director.

President Sloan reminded everyone that the October board meeting will be held on the fourth Thursday of the month, October 22nd, in order for the director and Carmel Township members to attend the Carmel Township Board meeting that is scheduled for the third Thursday of the month, October 15th.

Meeting was adjourned at 7:53 p.m.