

## **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 21, 2016, at 7:00 prevailing Eastern Time.

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

**ABSENT:** Dale Dodds and Gloria Wilson

**ALSO PRESENT:** James Oliver – Library Director, Marlena Arras – Director of Financial Services, and Pam Kane – Library Staff Member

President Sloan called the meeting to order at 7:00 p.m. Member VanLoton made a motion to accept the agenda as presented. Member Colles seconded. 5 AYES 0 NAYS Motion carried. Member Colles made a motion to accept the minutes from the meeting on June 16, 2016, as written. Member VanLoton seconded. 5 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for June 2016, the last month of the 2015/2016 fiscal year. There were 5 additions to the list of expenditures: Eaton County Treasurer - \$10.20 for a tax adjustment, Amazon.com - \$71.63 for book club books, Eaton Theatres - \$350.00 for 4 advertising slides, PotterVilla - \$1,530.00 for computer technician services, and Swanson Electric - \$102.00 for electrical work. Treasurer Tirrell noted that some line items were lower than what was budgeted. Member Jones made a motion to accept the financial report and pay the bills as amended. Member Colles seconded. 5 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments. There were two comments in the Comment Box: both love the library and staff and one suggested longer computer use time if the computers are available. Member Colles stated that staff is knowledgeable enough about the situation to decide to give more time if needed by the patron.

There were no comments from staff.

Several new members joined the Friends of the Library during the open house they hosted recently. They have asked members to volunteer to distribute door hangers for the millage committee. They have also agreed to let the millage committee use their wooden sign posts to hang remember to vote signs on August 2. The signs will be placed in neighboring yards.

The millage committee has distributed all of the yard signs that were purchased. They are planning a celebration party in the hope that the millage passes on August 2.

Member Colles mentioned that there is a package of seven tax capture bills SB 579, SB 619-624 now awaiting House Tax Policy Committee action. These bills would allow public libraries to opt out of DDA tax captures. The Board requested that Mr. Oliver find out when the House will be taking action on these bills so that Board members and patrons can be asked to contact their local representatives to encourage them to pass this package of bills.

Mr. Oliver reported that the DeWitt District Library will be joining the Woodlands Library Cooperative (WLC) in October 2016 and the Van Buren District Library will be leaving the WLC in October 2017. The library received a card from Senator Tom Barrett thanking the library for 122 years of service to the community.

A representative from Consumers Energy recently contacted Mr. Oliver regarding the HVAC rooftop units at the library. If, upon inspection, Consumers Energy determines the HVAC units qualify, the library could be part of a pilot program where they would install a variable control limit on the fans so they would only spin as fast as necessary to save energy consumption and money. Mr. Oliver will keep the Board apprised of any new information regarding the program.

There was no Old Business to discuss.

The proposed 2015/2016 Amended Budget was discussed. Member VanLoton made a motion to approve the 2015/2016 Amended Budget of \$523,796.68 in revenue and \$614,462.00 in expenses. Member Jones seconded. 5 AYES 0 NAYS Motion carried.

Member Colles mentioned that the director's contract expires August 12, 2016. The personnel committee met and made some revisions to the contract. The committee members agreed that they did not want to present a 1-year contract at this time since the millage renewal is hanging in the balance and the funding situation unknown. They decided to offer a 6-month contract with the intent to revisit after the millage vote on August 2. Member Colles stressed that the decision was a public relations stance and was not a reflection of displeasure with the director. The paid time off package did show an increase to 35 days per year (17.5 for 6-months) while salary remained the same. After further discussion, Treasurer Tirrell moved to offer the director the 6-month contract, which would expire February 12, 2017. Member Jones seconded. 5 AYES 0 NAYS Motion carried. Member Colles said that the personnel committee would be developing an evaluation form for staff members and Board members to complete regarding the director's performance.

The Annual Meeting commenced. Treasurer Tirrell made a motion to approve the Resolution Establishing Regular Meetings for 2016/2017. The Charlotte Community Library Board meets on the third Thursday of each month at 7:00 p.m. except in October when it meets on the fourth Thursday. Member VanLoton seconded. 5 AYES 0 NAYS Motion carried.

Member VanLoton made a motion to retain the current set of officers. Treasurer Tirrell declined the reappointment and stated that he has held the treasurer position long enough and made a motion recommending Member Jones to take his place as Treasurer, Mary Sloan to continue as President and Dale Dodds to continue as Vice-President/Secretary. Member Colles seconded. 5 AYES 0 NAYS Motion carried.

President Sloan proposed that the committee members would stay the same. She will continue to serve as an ex officio member on all committees.

Personnel: Members Colles and Wilson

Financial: Treasurer Jones and Member Tirrell

Building/Grounds: Vice-President Dodds and Member VanLoton

Meeting was adjourned at 8:05 p.m.