

**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 December 15, 2016, 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, and two Library Staff Members

President Sloan called the meeting to order at 7:00 p.m.

Motion to accept the minutes from the meeting on December 15, 2016, as written. Seconded. 7 AYES, 0 NAYS Motion carried.

Treasurer Jones gave the financial report for November 2016. All in order. A motion to accept the financial report and pay the bills as presented. 7AYES 0 NAYS Motion carried.

There were no citizens present to offer comments and there were two comments in the Comment Box one patron who is requesting a docking station.

Staff comments: Thanks to Sylvia for the purchase of doorstops.  
Holiday events were well accepted by all.

The Friends of the Library: Paid for 13 reading shirts for staff and funding for two events.

Woodlands reported Tax capture bills on the Governor's desk for signing. Mini-grants are due soon.

Directors report: see written report and that new phone system is up and running and working well.

Old business:

Contract area discussion.

Mr. Oliver directed to review procedure for canceling contract areas if needed.

Code of conduct. Was adjusted as required, reprinted, and handed out.

New business:

Card for Marlina, Mr. Oliver is doing this.

The new position of note taker is being persuaded for meetings and staff person at meetings is reduced to one. Mr. Oliver is to post

Meeting adjourned