

**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 November 3, 2016, at 7:00 p.m. prevailing Eastern Time.

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

ABSENT: Sharon VanLoton

ALSO PRESENT: James Oliver – Library Director, Marlena Arras – Director of Financial Services, Janet Chauvin – Library Staff Member

President Sloan called the meeting to order at 7:00 p.m. “November/December Meetings” was added to the agenda under New Business and “Director Evaluation” was moved to the end of the agenda. Member Colles made a motion to accept the agenda, as amended. Vice-President Dodds seconded. 6 AYES 0 NAYS Motion carried. Member Wilson made a motion to accept the minutes from the meeting on September 15, 2016, as written. Member Tirrell seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Jones gave the financial report for September 2016. A CD matured at the end of October and a new CD was purchased with a 1.35% interest rate for 36 months. Vice-President Dodds made a motion to accept the financial report and pay the bills as presented. Member Wilson seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments and there were no comments in the Comment Box. Staff member, Mrs. Janet Chauvin, thanked Board members for the recent pay raise for staff and for increasing the out-of-district fee card rate.

The Friends of the Library book sale raised \$3,234.00 and there were less books left over afterward to recycle. Donated books were presorted by adult fiction, adult non-fiction, or children’s, which made a huge difference in the amount of time it took to set up for the sale.

Mr. James Oliver, commented that there were several presentations made by Library of Michigan personnel at the recent Woodlands Library Cooperative meeting. The co-op directors are trying to gather information to allow for a group health insurance pool for member library employees.

Mr. Oliver reported that attendance at the Little Ones program is going up and the teen Craft Club is going strong.

The current telephone system does not allow for voicemail or an after-hours message system. Mr. Oliver had Jonathan Potter of PotterVilla Applied Technology research the cost of a new phone system. Mr. Potter suggested purchasing the Grandstream system, which he would install. There would be no ongoing costs after the system is purchased and installed because the library would house its own messaging and voicemail. An estimated cost for the purchase and installation was \$3,000.00. Member Tirrell made a motion to install a new telephone system with Jonathan Potter of PotterVilla Applied Technology. Treasurer Jones seconded. 6 AYES 0 NAYS Motion carried.

Mr. Oliver mentioned that Marshall District Library (MDL) had voted to cancel the contracts with their contract townships because they felt the taxpayers were subsidizing the library for non-residents who were not paying their fair share. Convis Township will reimburse out-of-district fee

cards for their residents who purchase a library card at either MDL or Willard Public Library (Battle Creek). Residents have a choice of either turning in a receipt to the township for reimbursement or asking the township to put them on a list that is submitted to the library with payment. Once the library gets the list and payment, the resident can go to the library and sign-up for their card. MDL charges \$100.00 per year for fee cards or \$50.00 per year for senior citizens or veterans. The rate is based on a \$50,000 taxable home value. Willard Public Library charges \$125.00 per year for a fee card. Members Wilson and Colles asked Mr. Oliver again if he would find out the number of cardholders for each township that have unique addresses. Each township could be given that number so they had some idea of how many households currently possess a library card.

The Board discussed the proposed Code of Conduct. The Board requested a few changes to the document and asked for it to be resubmitted for approval at the next regular meeting.

The new employee wage scale was discussed. Mr. Oliver mentioned that he would like to implement a 2% cost of living wage increase each fiscal year for staff.

The Board discussed the November 17th and December 15th meeting dates. Member Colles made a motion to cancel the November 17, 2016, meeting since it is only 2 weeks away. The December meeting would be held as scheduled. Treasurer Jones seconded. 6 AYES 0 NAYS Motion carried.

The Board asked Mr. Oliver, Library Director, for consent to close the meeting to discuss his evaluation. Mr. Oliver gave his consent as long as he could be included in the closed session. Member Tirrell made a motion that the Library Board go into closed session to discuss the personnel evaluation of the library director. The Library Director has requested the closed session and will be allowed to attend. Treasurer Jones seconded. 6 AYES 0 NAYS Motion carried. The open meeting was adjourned at 8:20 p.m.

The meeting of the Board of Trustees of the Charlotte Community Library was reopened at 9:18 p.m. after a closed session.

Member Colles made a motion to extend the Library Director, James Oliver's contract to June 30, 2017. Member Dodds seconded.

Member Tirrell amendment the motion to include a salary of \$52,000 to be active after our meeting on Thursday, November 3, 2016 and extend the contract to June 30, 2017. Member Colles seconded it. 6 AYES 0 NAYS. Motion carried.

The first motion was then voted on with 6 AYES 0 NAYS. Motion carried

Meeting was adjourned at 9:25 p.m.