

## Charlotte Community Library Board 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 16, 2017.

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

Present: Mary Sloan, Jo Jones, Keith Tirrell, Sharon VanLoton, Gloria Wilson, Bob Monschein

Absent: Dale Dodds

Also Present: James Oliver, Library Director, Ann Goeman, Personnel, and Janet Chauvin and Ashley Frost.

Jo Jones made a motion to approve the agenda, with an addition item" Education Benefit" to new business. Seconded by Keith Tirrell

### **Motion passed**

Keith Tirrell made a motion to approve the minutes of October 26th meeting. Seconded by Gloria Wilson

### **Motion passed**

Sharon VanLoton made a motion to approve the financial report and pay the bills with two additional expenditures; MML Liability & Property Pool \$6,663.00 & Stevens, Kirinovic & Tucker \$3,500.00. Seconded by: Keith Tirrell

### **Motion passed**

CITIZEN'S COMMENTS: None

COMMENT BOX: None

STAFF COMMENTS: None

FRIENDS OF THE LIBRARY: Received from "Women Giving Together" a check for \$3200. They are partnering with Alive to build a story walk. Preston Baker for his Eagle Scout project will be building the structures needed for the story walk

WOODLAND'S LIBRARY COOPERATIVE: A "Penal Fine Task Force" has been formed to educate the public on how penal fines are collected & distributed to public libraries. The State has seen a decrease in funds in the last year.

DIRECTORS REPORT: Addition to the written report Jim is looking into wireless printing with a program called PrintOn. It would cost \$100.00 each for installation with a yearly maintenance fee of \$295.00 for the first year. Jim was asked by the board to make sure that yearly fee is correct for the following years

OLD BUSINESS:

**Entryway update:** Received 2 documents which included the spec's for lobby & bathroom renovations. Jim was asked by the board to send out the bid list to the vendors & set a pre-bid meeting for December 12<sup>th</sup>.

**Contract area update:** Keith & Jim attended a Chester Board meeting for the second time trying to get a feel on how the board is willing to pay for a fee card for the township members who use the library. Still in the talking stages & working on a tentative contract language.

**Personnel Handbook:** Ann Goeman informed the board that because we are a government agency we must offer FMLA to our employees; that language will be put back into the handbook. Sharon VanLoton made a motion to accept the handbook with the added language as written, seconded by Jo Jones.

**Motion passed**

NEW BUSINESS:

**List of approved vendors:** Added Michigan Municipal League & Walmart. Sharon VanLoton made a motion to accept the vendor list as presented, seconded by Keith Tirrell.

**Motion passed**

**Funding request for Leadership Academy:** Jim has asked the board to increase the Meeting Expenses so he could attend Leadership Academy training put on by MLA. Sharon VanLoton made a motion to increase this expense, seconded by Bob Monschein.

**Motion passed**

**Educational Benefit:** Keith asked if the Educational Benefit could be put back into the handbook. Discussion followed and was tabled to next meeting.

**December Board meeting:** Sharon VanLoton made a motion to dismiss the December Board meeting, seconded by Gloria Wilson.

**Motion passed**

**Meeting adjourned at 8:50 p.m.**

**Gloria Wilson**