

## **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 February 18, 2016, at 7:00 p.m. prevailing Eastern Time.

**PRESENT:** Dale Dodds, Jo Jones, Mary Sloan, Keith Tirrell, and Sharon VanLoton

**ABSENT:** Sylvia Colles and Gloria Wilson

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

President Sloan called the meeting to order at 7:00 p.m. Vice-President Dodds made a motion to accept the agenda as presented. Member VanLoton seconded. 5 AYES 0 NAYS Motion carried. Member Jones made a motion to accept the minutes from the meeting on January 21, 2016, as written. Vice-President Dodds seconded. 5 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for January 2016. He noted that there was nothing out of the ordinary on the income statement or list of expenditures. Normally as tax money arrives some of it is invested in CDs but due to the low interest rates available Treasurer Tirrell hasn't purchased any this year. He wonders if it would be a better investment of funds to put more in the underfunded retirement account. The Board decided to discuss the issue more at next month's meeting. Member VanLoton made a motion to accept the financial report and pay the bills as presented. Vice-President Dodds seconded. 5 AYES 0 NAYS Motion carried.

Mr. James Oliver, Library Director, mentioned that the Charlotte Lions Club was conducting a Penny Drive to benefit the library. Eaton Federal Savings Bank has pledged to match the first 10,000 pennies collected. A five-gallon collection jar is in the library to store the donated pennies.

There were 3 comments in the Comment Box. All were anonymous and mentioned that the library was great.

Mrs. Bridget Gregus, Library Staff Member, stated that the staff believes that 1.4 mils is necessary to run the library and hopes the Board will consider adopting that rate for the millage proposal.

Member VanLoton reported that the Friends of the Library will purchase summer reading t-shirts for the staff again this year to correspond with the reading theme. The Friends have also committed to funding the mother's day tea, which will be Downton Abbey themed this year. The millage committee, Charlotte Library Yes!, received \$1,000.00 from the Friends for campaign expenses.

President Sloan mentioned that the Charlotte Library Yes! committee will meet again on February 27<sup>th</sup>. A sub-committee is working on a short and a long presentation for volunteers to use. Board members agreed that their email addresses could be listed in the presentation. Committee member Eunice Borrelli will be asked to attend the March 17, 2016 board meeting.

Mr. Oliver reported that he recently attended a millage nuts & bolts workshop. He learned that SB571 was in limbo now due to House Bill 5219, which is meant to bring clarification to SB571. HB5219 clarifies the restriction on using public resources to reference a local ballot question.

If the millage request is not approved on the August 2016 ballot, a special meeting would need to be held prior to August 16, 2016, to sign a resolution for the November ballot. The resolution can't be signed in advance. Treasurer Tirrell reminded Board members that during the March meeting the Board will need to set the millage rate. If both the current millage rate and current expenses are maintained, by 2022 the fund balance will be less than \$100,000, due to expenditures being at minimum \$60,000 more than revenue. If keeping the present fund balance is desired, expenses would have to be reduced by at least \$60,000 per year, which would mean closing early and reducing collection purchases. It would take at least 1.05 mils to raise the income by \$60,000 to maintain the current programs and fund balance, which does not include any cost of living increases. Mr. Oliver mentioned that actual taxable value numbers won't be available from the county until the end of March. The Board discussed different millage rates and how much income would be generated. President Sloan reminded Board members that according to Shirley Bruursema, who has worked on many library millage campaigns, penal fines and state aid should not be included in budget figures because they are unpredictable. The millage rate requested should cover expenses on its own. Doing this will give the library leverage when asking other townships to contribute. President Sloan also mentioned that employee wage history should be part of the material for the millage presentation. Staff members went many years without a raise and that should be brought to taxpayer attention. Also, if the millage isn't renewed, the library is still obligated to pay the liability owed to the retirement account. By doing so, most of the current fund balance would be gone. Treasurer Tirrell voiced concern that too big of an increase in millage would scare voters into voting no.

Mr. Oliver mentioned that he did not attend the Woodlands Library Cooperative meeting today as it was held in Adrian and was too far to drive.

On February 26<sup>th</sup>, a game night will be held for teens and adults, where attendees will play various board games. All of the upholstery was cleaned recently. VITA, Volunteer Income Tax Assistance, will be scheduling appointments at the Library on Sundays beginning in February for people who need help completing their tax return.

The proposed Strategic Plan was discussed. Mr. Oliver mentioned that it is still a work in progress. President Sloan believed that a statement regarding reducing current liabilities and providing fair and competitive wages and benefits to employees should be added under future goals. Member Jones stated that the document will change as circumstances dictate. The Board agreed it was a good start.

Meeting was adjourned at 8:30 p.m.