

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

January 16, 2020

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 **January 16, 2020** at 7:00 p.m.

Present: Jo Jones, Keith Tirrell, Gloria Wilson, Dale Dodds, Mary Sloan & Bob Monschein

Absent: Eunice Borrelli

Also, Present: David Votta, Library Director

President Sloan called the meeting to order at 7:02 p.m.

**Approval of Agenda:**

Member Monschein pointed out the Director's report was not on the agenda at which time it was added after Financial Report. Member Dodds made a motion to approve the agenda along with the addition, second by member Wilson. Motion passed

**Auditor Presentation:**

President Sloan introduced Aaron Stevens CPA, from Maner Costerisan P.C. who presented our Audit ending June 30, 2019. Our total fund balance represents approximately 69% of annual expenditures (sound financial condition). Member Jones made a motion to approve the audit, second by member Dodds. Motion passed

**Approval of Minutes:**

Member Monschein made the motion to approve the minutes of November 21, 2019, second by member Jones. Motion passed.

**Financial Report:**

Member Wilson made the motion to approve the financial report and pay the bills. Any bills that were not included and need to be paid was approved to be paid too, second by member Tirrell. Motion passed

**Director Report:**

As printed, David is working with staff exploring what their strengths are and to see if he can align it better, so staff are not taking time away from their other duties. Hiring a part time staff to only be at the circulation desk is one way to achieve that goal.

**Friends of the Library:** Bob Monschein announced that the blinds have been installed.

**Woodlands Library Cooperative:** No one was able to attend as it was the staff Christmas gathering. Woodlands will hold their August 2020 meeting at our facility

**Old Business:**

- Michigan Room update: it was recommended by a contractor that the library close off some of vents in the Children's area to push more heat to the Michigan Room. The board has tabled this discussion until March with an understanding of a permanent solution.
- Fine Free Library update: we need more information on this update before a decision can be made.
- Eaton County Prosecutor Economic Crime Unit: David met with them; they are happy to meet with the board to explain the process. The board has decided to use small claims court if need be.

**New Business:**

- Increase monthly payment to MERS pension liability - \$500: Member Jones made a motion to increase our payment to MERS \$500.00 more a month, second by member Dodds. Motion passed
- Professional development day: David would like to designate a day in May for staff professional development. The library will be closed during the day so that all staff would be able to attend. All board members agreed. More details in coming months.
- City of Charlotte DDA millage capture agreement: David & Marlana will be meeting with the City Manager to better understand this agreement and how the library can receive recognition in the future with groups like Can Do & Charlotte Rising.

Meeting adjourned at 8:07 p.m.

Gloria Wilson

(draft for approval)