

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

July 18, 2019

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 **July 18, 2019** at 7:00 p.m.

Present: Jo Jones, Keith Tirrell, Gloria Wilson, Dale Dodds, Eunice Borrelli & Bob Monschein

Absent: Mary Sloan

Also, Present: Staff members Pam Kane, Christina Stuck & Addie Kimmer

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

Approval of Agenda:

Member Dodds added to Old Business: Reimbursement for Interim Administration & Member Monschein added to New Business: Framing of Picture donated by Member Monschein. Member Jones made a motion to approve the agenda, with additions second by member Tirrell. Motion passed

Approval of Minutes:

Member Borrelli made the motion to approve the minutes of June 20, 2019, second by member Monschein. Motion passed.

Financial Report:

Member Jones made a motion to approve the financial report and pay the bills with additional bills to Potterville for \$507.15, Stahl & Sons for \$50.00, Your Membership (job posting with MLA) for \$140.00, second by member Wilson. Motion passed.

Citizen's Comments: no comments

Comment Box: no comments

Staff Comments: Pam Kane informed the board that we have received an influx of new card members. The Eaton County Historical Commission awarded the Library a grant of \$2600 to purchase a scanner and Pam also asked about the parking lot situation.

Christiana Stuck informed the board that 368 children and 32 adults are participating in the summer reading challenge. Christiana attended a meeting at the Kiwanis Club who invited her or the Library to join. Membership is \$200.00 a year. She will be attending an informational meeting on Wednesday, July 24th and report back to the board. The adult & youth programming services presented a letter to each board member asking for additional funds to aid their programs that have increased in numbers.

Addie Kimmer attended a book repair class and is anxious to start using the skills she learned.

The board was informed that Deanna Boston has resigned and her last day will be July 26th.

Comments from Board: Member Borrelli commended and thank the staff who worked to get the director job posting on the library's website: Janet Chauvin, Pam Kane, Ann Goeman, Marlena Arras, and all who reviewed the documents.

Friends of the Library:

Member Borrelli reported that the Friends of the Library next meeting will be August 10th. The group is working on updating the by-laws.

Woodlands Library Cooperative: No news currently

Directors Report: no comment

Old Business: Employee Insurance Policy, Member Wilson read the new wording to include under Insurance Policy, health, prescriptions, dental & vision for all full-time employees. Member Wilson made a motion to include this wording into the employee's handbook, second by Member Borrelli. Motion passed

Parking Lot: Member Dodds reported to the board the two bids he received were around the same amount as the first. We are unable to do the whole parking lot currently. The Building & Grounds committee was asked to seek bids to patch seal the parking lot to get us through until next year. Member Tirrell made the motion, second by Member Jones. Motion passed

Proposed MERS Changes: Member Wilson explained we are moving all full-time employees, New Hires, Rehires & Transfers to Division 07. All the benefits will stay the same except all full-time employees will be contributing 3% to their retirement plan effective August 1st. Member Borrelli made the motion to accept these changes, seconded by Member Jones. Motion passed.

Resolution establishing authorized signatories for MERS contracts and service credit purchase approvals, the following job position(s) are hereby Authorized Officials that can sign was called by Member Wilson: Library Director & Financial position. Roll call was taken; Member Borrelli yes, Member Jones yes, Member Tirrell yes, Member Monschein yes, Member Dodds yes, Member Wilson yes. Resolution passed.

Reimbursement for Interim Administration; no action taken at this time.

New Business: Pre-Authorized Vendor List; Motion to approve the vendor list as presented with the additions of BCBSM, MERS-457, TGG Solutions (health, dental & vision insurance) and the subtraction of ICMA was made by Member Wilson, second by Member Monschein. Motion passed.

Framing of Picture: Member Monschein donated a picture of the Court House to the library, he recommended the picture to be framed. If it is under \$2,000 the board does not need to make a motion.

Annual Meeting: Resolution Establishing Regular Meetings: The board meets the 3rd Thursday of the month, except in October we will meet on the 10th. Roll call was taken; Member Borrelli yes, Member Jones yes, Member Tirrell yes, Member Monschein yes, Member Dodds yes, Member Wilson yes. Resolution passed.

Election of Officers: Member Borrelli made the motion to elect the following members to the Library Board, second by Member Dodds. Motion passed

President: Mary Sloan (until new Director is hired)

Vice President/Secretary: Gloria Wilson

Treasurer: Jo Jones

Committee Members:

Finance: Jo Jones & Keith Tirrell

Building & Grounds: Dale Dodds & Bob Monschein

Personnel: Gloria Wilson & Eunice Borrelli

Meeting adjourned at 8:58 p.m.

Gloria Wilson