

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

June 20, 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 **June 20, 2019** at 7:00 p.m.

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

Absent: None

Also Present: Staff members Marlena Arras & Chiara Genovese

President called the meeting to order at 7:05 p.m.

Approval of Agenda:

Member Monschein made a motion to approve the agenda with an addition to New Business; LAFCU request, second by member Dodds. Motion passed

Approval of Minutes:

Member Dodds made the motion to approve the minutes of May 16, 2019 & June 5, 2019, second by member Tirrell. Motion passed.

Financial Report:

Member Jones advised the board that Jim Oliver's name was taken off the debit card and Ann Goeman name has been added. Member Jones informed the board that \$10,000 was put into a 5-year CD earning 3.5 at LAFCU, \$60,000 was put into a 5-month CD earning 1.9 at Independent Bank and \$70,000 was put into the NOW account at Independent Bank earning .35%. Member Borrelli asked if we have ever had a reserve fund line item. Marlena explained we have never had enough funds to put in a reserve fund as we are funded by mileage, state aid & penal fines which change every year.

Member Wilson made a motion to approve the financial report and pay the bills with additional bills to Potterville for \$405.00, Stahl & Sons for \$6,296.50 (second half of HVAC), Joel Tacey for \$405.00 & Fresh Food is fun for \$337.64, second by member Dodds. Motion passed.

Citizen's Comments: no comments

Comment Box: no comments **Staff Comments:** no comments

Friends of the Library:

Member Borrelli reported that the Friends of the Library participated in "Charlotte Celebrates" with a mini book sale and sold raffle tickets for the quilt.

Woodlands Library Cooperative: Ann Goeman & Marlena Arras are checking on the website to see if information should be brought to our attention, they will keep on doing this during the interim.

Directors Report: no comment

Old Business: Employee Insurance Policy, Member Wilson handed out information on two companies the Personnel Committee were working on. Burnham & Flower was the best price for the employee with health, prescription, dental & vision care. Member Dodds made the motion to approve Burnham & Flower to be our health insurance, second by Member Jones. Motion passed.

Parking Lot: Member Dodds gave copies for a bid of \$127,871 from Grand Ledge Paving. Building & Grounds will meet with another paving company on Monday, June 24th. Member Dodds brought up the fact we need to do something with the eavestrough outside the main entrance, he has contacted an Amish group who can do the work for \$1,500.00. After discussion, Member Dodds made a motion to allow an expenditure of up to \$2,000.00 without board approval if the monies are in that account for that specific repair, second by Member Jones. Motion passed.

New Business: Reimbursement for Interim Administration; this item has been tabled. **Project Proposal from Chiara and Ann;** Staff member Chiara explained her proposal to the board in which staff would participate in reading 125 books (for the 125th anniversary of the library) fill out a questionnaire she has provided and have their name in a drawing for 1 hour of paid time off. Names would be drawn out weekly during the summer reading program. Member Borrelli made the motion to accept this proposal, second by Member Tirrell. Motion passed. **LAFCU signatory;** Member Jones made a motion that the Charlotte Community Library Board Immediately remove James Oliver as a signatory for CCL from all financial institutions, and further, the Board authorize the following board positions as signatories; President, Vice President, and Treasurer. Currently those positions are held by Mary Sloan, Dale Dodds, and Jo Jones. Seconded by member Borrelli. Motion passed.

2018/2019 Amended Budget: Member Jones made the motion to approve the amended budget as it stands; Revenues of \$800,347.00 & Expenses of \$635,234.00. Second by Member Dodds. Motion passed.

President Sloan adjourned the regular meeting to open the 2019/20 Budget Hearing & Adoption of Budget. President Sloan closed the Budget Hearing, and resumed the regular meeting at 9:05 p.m.

Staff member Arras suggestion we add \$500.00 to our obligation to MERS over the amount we send each month. Member Wilson would like more to go towards children, adult programs along with craft club. The Board will look at ways to make those suggestions happened. Member Jones made the motion to adopt the 2019/2020 budget; Revenues of \$757,648.00 & Expenses of \$757,648.00. Seconded by Member Dodds. Motion passed,

Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget. The following preamble and resolution were offered by Member Wilson and supported by Member Borrelli. Member Sloan-yes, Member Borrelli-yes, Member Wilson-yes, Member Tirrell-yes, Member Jones-yes, Member Dodds-yes, Member Monschein-yes. Ayes: 7, Nays: 0, Resolution Declared Adopted.

Meeting adjourned at 9:25 p.m.

Gloria Wilson