

## CHARLOTTE COMMUNITY LIBRARY

### MAY 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 May 25, 2017 at 7pm EST.

Present: Mary Sloan, Jo Jones, Keith Tirrell, Bob Monschein, Sharon VanLoton, Dale Dodds

Absent: Gloria Wilson

Also Present: Jim Oliver - Library Director & Addie Kimmer – staff member.

President Sloan called the meeting to order at 7:00pm

Motion to approve minutes from regular meeting of April, 2017: as amended Passed

Motion to approve the financial report as amended and pay all bills. Motion passed – 5 ayes, 0 nays.

**Citizen's comments:** None

**Comment Box:** Enjoyed Rhonda's "Taste of Books". Would like to see Ancestry.com & news papers.com available here. Director to check availability and cost.

**Staff Comments:** None

**Friends of the Library:** Received lots of books from Reading Store and put in a lot of mulch around building.

**Woodland's Library Cooperative:** See Printed information from Email: also next meeting will be here.

**Director's report:** The youth Library position has been filled. Christina Stuck to start July 17, 2017.

**Contract Area Discussion:** No resolution as yet: for next meeting, Keith Tirrell and Jim Oliver are to prepare some draft resolutions to consider pricing for discussion with townships.

**Restroom & Lobby Renovations:** We have received more quotes for the renovations and there is still some questions. A list of everything that is wanted is still being considered and should be available at the next meeting.

#### **New Business**

Library Budget for fiscal year 2017 – 18 discussed and adjusted for presentation.

Auditors recommendations received.

FOIA documents updated and approved.

Library credit card usage procedures validated as appropriate.

Strategic plan is in the progress of update.

Changes to Handbook in regards to vacation time. Motion made and seconded; for new employees, a 1.35 hours per pay period of credit will be held to be applied as vacation time. This vacation time will be available for use after 90 calendar days from employment start date. 6 yea - 1 nay

Cement repair being made with new quote coming.

### **Old Business**

Jim Oliver's Contract extended unchanged for one year beginning July 1, 2017 with a evaluation due in December 2017.

Board Members to be more available to give assistance on a regular basis to better attend to ongoing needs.

Dale Dodds Sec.