

Charlotte Community Library Board Minutes

Minutes of a regular meeting of the Board of Trustees of the Charlotte Community Library, County of Eaton, the State of Michigan, held at the Library on August 17, 2017, at 7:00 PM EST.

Present: Mary Sloan, Jo Jones, Bob Monschein, and Keith Tirrell

Absent: Dale Dodds, Sharon VanLoton, and Gloria Wilson

Staff present are James Oliver and Lynne Baker

Mary called meeting to order at 7:05 PM EST

Agenda approved with a change, moving the old business of entryway to the beginning of agenda.
Moved by Bob, seconded by Jo (all aye)

Jerry Sommer, Sommer building, presented a design including boards with tile and color design for the entryway and public restrooms. Board asked several questions, and the boards are available for viewing in the library.

Minutes from a board meeting in July 2017 approved with the inclusion of the officers and committee member's names to the list. Moved by Keith and seconded by Bob, all aye.

Officers:

Mary Sloan, President

Dale Dodds, Secretary

Jo Jones, Treasurer

Committees:

Building: Dale Dodds and Bob Monschein

Personnel: Sharon VanLoton and Gloria Wilson

Financial: Jo Jones and Keith Tirrell

Financial report with the inclusion of additional bills to Potterville for \$709.50 and Swanson Electric for \$162.80.

Bob asked about the library's saving accounts.

The board had approved the library's operating budget of 1.4 mils for the 2017-2018 budget year under the impression that is the rate. Tim Vandermark, the county equalizer, informed the board that the 1.4 mils rate will not occur until the 2018-2019 budget year. The library will amend its budget to reflect the current budget of 0.9 mils for the 2017-2018 budget year.

Jo wants to examine changes to the budget with the current millage rate of 0.9 mils for the 2017-2018 budget year.

It is determined not to submit the 0.9-mil request to the county until after seeing an amended budget even though the document must be signed by Mary and Dale and is due to the county by September 27.

Report accepted with bills to be paid, moved by Keith and seconded by Bob, all aye

No Citizen comments

No comments in comment box

Friends report: Brynda Filkins is going to present to a club for a story walk to be placed at Allve. Jo reported that she already presented and has received funding for the story walk project.

Woodlands Library Cooperative: August Meeting will be at the library on August 24.

Director's report with an additional statement about 0.9 mils for the 2017-2018 budget and the possible use of name tags for staff with examples of them.

Old business:

Contract Area update

Keith and Jim attended the township meetings for Brookfield, Chester, and Walton.

Jim commented about his impressions of the meetings, and Keith presented some of the documents presented along with additional graphs developed to show funding to the library. The board recommends waiting and returning to the townships in two months.

Personnel Handbook: The board would like to take the revisited handbook document for Brian Mortimore who is HR for Kent District Library. He charges \$150 per hour and estimates it will take him three or four hours to read the handbook. Mary recommends that the library utilize the funds that are in the education fund for his expenses. There was no motion, but the board suggested the committee to proceed taking the handbook to Mr. Mortimore.

Policy for Arts and Crafts. Lynne and Bob reported on the policy. Several changes suggested with the document approved. Moved by Keith and seconded by Jo, all aye

New Business:

The contract for auditor, Stevens, Kronovic, and Tucker PC.

The library's auditor, Abraham & Gaffney P.C. has split the company and a new company is taking over accounts including the library. The new company has the same parameters and cost as the previous contract with Abraham and Gaffney. Mary signed the new contract.

Fee cards discussion. It is determined not to change the current fee card rate, which is \$60 per year.

Keith provided a draft document to local attorneys to remind them that as they develop estates the library is a location for estate donations.

Meeting adjourned at 9:19 PM EST