

## **CHARLOTTE COMMUNITY LIBRARY 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 April 23, 2015, at 7:00 p.m. prevailing Eastern Time.

**PRESENT:** Sylvia Colles, Jo Jones, Mary Sloan, Keith Tirrell, Sharon VanLoton, and Gloria Wilson

**ABSENT:** Dale Dodds

**ALSO PRESENT:** James Oliver, Library Director, Marlena Arras, Director of Financial Services, Lynne Baker, Library Staff, and Pam Kane, Library Staff.

President Sloan called the meeting to order at 7:00 p.m. Member VanLoton made a motion to approve the agenda as presented. Member Wilson seconded. 6 AYES 0 NAYS Motion carried. Member VanLoton made a motion to accept the minutes from the March 19, 2015, meeting as written. Member Jones seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for March 2015. He mentioned that the library is  $\frac{3}{4}$ 's of the way through the fiscal year and even without including the Owens-Brockway settlement is about \$5,000.00 above budget in revenue and almost \$15,000.00 under budget in expenses. One additional expense was added to the list of expenditures for \$88.23 to Allegra Print & Imaging. Member Colles made a motion to accept the financial report and pay the bills as amended. Treasurer Tirrell seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell mentioned there was a discussion on a library list-serve recently that talked about how much money should be kept as fund balance. The results varied but Treasurer Tirrell noted that one library stated their millage was turned down because they had a large amount in reserve. Mr. Oliver was requested to make a list of major expenses that may be incurred in the future along with possible costs. The goal would be to justify the amount being held in reserve. Member Colles suggested that perhaps more funds should be placed in the Reserve for Capital Improvements account in anticipation of that type of expenditure.

There were no citizens present to offer comments. No comments were in the Comment Box. The library staff present had no comments to offer at this time. Member Colles asked if staff has had any feedback regarding the situation with Hamlin Township. So far, staff hasn't heard any comments from patrons about the change.

Member VanLoton mentioned that the Friends of the Library's annual meeting will be Saturday, April 25, 2015, at 2:00 p.m.

Mr. Oliver stated that the millage committee has not met so there was no report. At the Woodlands Library Cooperative meeting, Mr. Oliver discovered that many libraries are doing programs similar to the ones that have been offered here. The Albion Public Library is also going to do a millage election in 2016. They receive 2.2 mils and will probably ask for an increase. Informational articles about some of the services offered at the library are being published every 2-weeks in the County Journal. Member Colles suggested displaying the actual article in the library so those who do not get the paper will still be made aware of the information. Mr. Oliver distributed the advertising rates for the Charlotte Shopping Guide and the County Journal. Rates for a plastic canvas sign were also discussed.

Mr. Oliver composed a letter to the Hamlin and Eaton Rapids Township Boards to thank them for the opportunity to work with them over the years. The letters were signed by President Sloan. Official notification from the Eaton Rapids Township Board ending the contract with the Charlotte Community Library was received. To date, the township has not made the \$6,000.00 contribution that was discussed during the meeting last month. Mr. Oliver emailed the Eaton Rapids Township Supervisor but has not received a reply.

Member Colles stated that she would be trimming the weeping cherry tree soon.

Meeting was adjourned at 7:55 p.m.