

**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 August 20, 2015, at 7:00 p.m. prevailing Eastern Time.

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

ABSENT: None

ALSO PRESENT: James Oliver, Library Director, Marlena Arras, Director of Financial Services, and Janet Chauvin, Library Staff Member.

President Sloan called the meeting to order at 7:00 p.m. Two additions were made to the agenda under New Business: Medical & Hospital Insurance and Parking Lot Use. Member VanLoton made a motion to accept the agenda as amended. Vice-President Dodds seconded. 7 AYES 0 NAYS Motion carried. Vice-President Dodds made a motion to accept the minutes from the meeting on July 16, 2015, as written. Member VanLoton seconded. 7 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for July 2015, the first month of the 2015/2016 fiscal year. Penal fines for fiscal year 14/15 were \$142,794.24, which is more than the \$94,000.00 that was budgeted. Member Wilson made a motion to accept the financial report and pay the bills as presented. Member VanLoton seconded. 7 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments and no comments were found in the Comment Box.

Staff member Janet Chauvin mentioned that this summer has been very busy at the library and she is looking forward to school starting.

The Friends of the Library have purchased a banner similar in appearance to the ones the library purchased. They will use their banner in the Frontier Day's parade and during the book sale, which is held October 8-10, 2015.

Member Colles updated everyone on what the members of the millage campaign have been discussing. Informational mailers will be sent to voters that request absentee ballots. The city and county clerks can provide the lists. The committee needs an honorary chairperson; someone who is well known and respected in the community, who will allow the committee to use their name in support of the library.

The Woodlands Library Cooperative recently offered member libraries a \$1,000.00 mini-grant to use to benefit the public.

Mr. Oliver reported that the summer reading program was officially over. There will be a comedy night at the library on September 25th featuring a frequent library patron. Member Colles asked Mr. Oliver to confirm with the theater if the slides that are currently being shown can be switched in a few months with another set of slides. Vice-President Dodds inquired if there was any additional traffic in the library regarding the new signs. Mr. Oliver replied many people have come in and mentioned that they did not know the library offered some of the services listed on the sign. The

City of Charlotte would like to plant 2 trees on the Sheldon Street side of the library property in the right-of-way. They have given a list of trees to choose from.

Mr. Oliver presented an updated major expenditures list. He mentioned it was still a work in progress but he is getting some information. Member Colles asked if the amount indicated on the major expenditures list could be used on the balance sheet for capital improvements to justify to taxpayers why the library has such a large fund balance.

Two proposed employee handbook additions were distributed. Both would be added to page 19 of the current Employee Personnel Manual.

1. Following the sentence "If a holiday falls on a Sunday, the following Monday will be observed as a holiday" would be:

"In the event a designated holiday falls on a Saturday, the Friday preceding the Saturday holiday will also be observed as a holiday and the library will be closed."

2. Following the line "1st Saturday after Labor Day" would be:
"(unpaid, Library closed)"

Mr. Oliver mentioned that this year both Christmas Eve/Christmas Day and New Year's Eve/New Year's Day fall on Thursday and Friday, respectively. He is requesting that the library should also close on the Saturday after the holidays. After some discussion, Member Colles made a motion to close the Saturday following Christmas Eve/Christmas Day and the Saturday after New Year's Eve/New Year's Day for the 2015/2016 year. Member VanLoton seconded. Treasurer Tirrell inquired why this situation is any different from the Thanksgiving holiday; the library does not close on that Saturday. Board members agreed that this situation doesn't happen every year like the Thanksgiving holiday or very often. Vice-President Dodds felt the motion should include every year the holidays fall in this way and not just this year. 6 AYES 1 NAY (Dodds) Motion carried.

Member Wilson made a motion to approve the above language for the Employee Personnel Manual as written. Member Jones seconded. 5 AYES 2 NAYS (Tirrell, Dodds) Motion carried.

The Board discussed the Michigan Employee's Retirement System (MERS) annual actuarial. Even though the library made a \$20,000.00 lump sum contribution and is paying an extra \$200.00 per month above the required contribution, the funded ratio did not increase as hoped. The Board expressed curiosity on how much money it would take to get to 100% funded. The library's MERS representative will be asked to meet with Treasurer Tirrell and Member Jones to answer questions and report back to the rest of the board.

Member Colles and Member Wilson distributed some medical and hospital insurance concepts for the board to consider and discuss at next months' meeting. The information would be used in the Employee Personnel Manual.

Mr. Oliver mentioned that he was contacted by a person organizing a 5k run for cancer with a request to use the library's parking lot for a staging area. The run would take place after the library had closed for the day. The Board agreed a liability insurance waiver indicating that the library is covered by the organizers of the 5k run should be requested. Also, the stipulation that the parking lot should be cleaned of trash after the event and that no objects should be inserted into the parking lot should be put in writing. Mr. Oliver stated that the event has been held at the Charlotte Performing Arts Center (CPAC) in previous years but the CPAC was not available this year.

Meeting was adjourned at 8:40 p.m.