

## **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 February 19, 2015, at 7:00 p.m. prevailing Eastern Time.

PRESENT: Dale Dodds, Jo Jones, Mary Sloan, Keith Tirrell, and Gloria Wilson

ABSENT: Sylvia Colles and Sharon VanLoton

ALSO PRESENT: James Oliver, Library Director, Marlena Arras, Director of Financial Services, Bridget Gregus, Library Staff, Rebecca Tanner, Library Staff

President Sloan called the meeting to order at 7:00 p.m. Member Jones made a motion to accept the agenda as printed. Treasurer Tirrell seconded. 6 AYES 0 NAYS Motion carried. Vice-President Dodds made a motion to accept the minutes from the January 15, 2015, meeting as written. Member Wilson seconded. 5 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for January 2015. He mentioned the snowplowing and salting invoice for the month of January was high due to the weather conditions. Vice-President Dodds stated that the sidewalks on the Bostwick Street side of the property were not shoveled properly. Mr. James Oliver, Library Director, will be checking them and calling the company if they don't improve. Treasurer Tirrell commented that he will be meeting with a representative from Independent Bank next week to go over some investment options.

Member VanLoton arrived at 7:05 p.m.

Mr. Oliver mentioned that the Charlotte city manager thought the library would be receiving around \$50,000.00 from the Owens-Brockway settlement. One additional expense was added to the list of expenditures for \$335.00 to the Organization for Bat Conservation, who will be doing a program at the library this summer. A \$300.00 donation was made to children's programming at the library's birthday party last November, which is being used to cover the majority of the program expense. Treasurer Tirrell made a motion to accept the financial report and pay the bills as amended. Vice-President Dodds seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments

There was one comment in the Comment Box. It stated that the staff was courteous and friendly; they visit frequently and rated the library as excellent.

Vice-President Dodds commented that a friend of his had trouble downloading eBooks recently. He was instructed to have the patron bring their eReader to the library and staff would be happy to help.

Library staff members, Mrs. Bridget Gregus and Mrs. Rebecca Tanner, mentioned that staff has started handing out the patron survey. Patrons who fill out and return the survey to the library can be entered to win a movie-themed gift basket.

Treasurer Tirrell informed the newer board members that the staff meets the first Thursday of each month at 8:00 a.m. to discuss issues and inform each other of ongoing situations. He stated it is a

good opportunity to hear about problems the staff face and how they deal with sometimes difficult situations.

Mr. Oliver mentioned a comment that was posted on the library's Facebook page regarding a new patron's first visit to our library and how helpful the librarians were and that she will be back on a weekly basis from now on.

There was no Friends of the Library report.

Mr. Oliver stated that the "Yes" committee met and they have opened a checking account and have started to form sub-groups. There was an interesting article in a recent issue of *Library Journal* about library millage campaigns and their success or failure statistics.

The patron survey describes various programs or services that the library could offer if funds were available. Hopefully, with this information, we can learn what our patrons are really interested in from their library and use this to our advantage during the millage campaign.

Mr. Oliver mentioned that the Woodlands Library Cooperative (WLC) advisory council meeting was cancelled. The WLC governing board did meet and they discussed a book covering demonstration. They are also working on a strategic plan.

All of the carpeting in the library has now been cleaned. Mr. Oliver stated that the library had 422 unique OverDrive users who checked out 8,649 eBooks or eAudiobooks during 2014. Based on the yearly subscription amount, this is equivalent to \$5.05 cost per user and \$0.25 per checkout. There is a display of books that was purchased with the donations received at the library's birthday party. Several very successful programs were held during January. The "Russian Tea Party" and "Women's Roles During the Civil War" were both very well attended programs for adults. Two sessions of the "Fancy Nancy" Disney Frozen-themed party had to be held to try to meet demand. The group "Quilters Across the Square", who meet in the Spartan Room every month, are holding a display asking everyone to vote for their favorite quilt square. Quilters were randomly given a noun, a color, and a number to design their unfinished quilt square.

There was no Old or New Business to discuss.

Meeting was adjourned at 7:50 p.m.