

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 June 18, 2015, at 7:00 p.m. prevailing Eastern Time.

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

ABSENT: Mary Sloan

ALSO PRESENT: James Oliver, Library Director; Marlena Arras, Director of Financial Services; Ann Goeman, Staff Coordinator; and Lynne Baker, Library Staff

Vice-President Dodds called the meeting to order at 7:00 p.m. Member Colles made a motion to approve the agenda as presented. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried. Member VanLoton made a motion to accept the minutes from the meeting on May 21, 2015, as written. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for May 2015. Only one month is left in this fiscal year. Member Wilson questioned why the retirement account was over budget at this time. A \$20,000.00 lump sum payment was made in September 2014 to increase the library's funded ratio in the Municipal Employees' Retirement System (MERS) defined benefit plan, which has been declining over the years due in part to several employees that have retired and are drawing pensions. The payment was not originally budgeted. An amended budget will be distributed for approval at next month's regular meeting. Member VanLoton made a motion to accept the financial report and pay the bills as presented. Treasurer Tirrell seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments. Treasurer Tirrell mentioned the recent passing of former library board member, Mary Stafford. She was on the board during the time when the district library was being formed and played an important part in the accomplishment.

There were no comments in the Comment Box.

Staff Coordinator, Ann Goeman, stated that the library staff has been working hard trying to market the library in a positive way. Several staff members are working on designing a float for the Frontier's Day parade in September. Informative articles have been published in the local newspaper. Staff members have volunteered their time to sit in a booth to promote the library during Celebrate Charlotte. The first Summer in the Park had almost 400 people in attendance and the bat program held in the library had 77.

The Friends of the Library will also be putting a small float in the Frontier's Day parade and are purchasing a banner.

The millage committee has not met recently. Member Jones mentioned that she has been asked from Eaton Township board members why they should vote in favor of a millage when they pay more in taxes per year based on their property value than people living outside the area that only have to pay \$50.00 per year. Mr. Oliver responded that the taxpayer average is very close to \$50.00 per year but the library board could vote to increase the out-of-district rate. Secure funding could put the library in a position of strength to work on the other townships to join the district.

The Woodlands Library Cooperative (WLC) is debating the renewal of OverDrive. They are also looking into rates for Ancestry.com.

Mr. Oliver mentioned that he sent a letter to the elementary and upper elementary school principals to thank them for distributing the summer reading information to the students and encouraging them to visit the library and read during the summer. Vice-President Dodds suggested sending a letter to Eaton RESA also.

State Aid Coordinator, Kathy Webb, from the Library of Michigan, told Mr. Oliver that she has received the letters from Hamlin and Eaton Rapids Townships cancelling their contract with us. She has not received any information about them forming a contract with the Eaton Rapids Public Library (ERPL). New contracts can't be in force until after their contract with us lapses. Eaton Rapids Township did send \$6,000.00, as they promised, to extend their residents library privileges until December 31, 2015. The ERPL is also providing library services in a show of good faith.

Mr. Oliver contacted Mr. Bryan Myrkle, Community Development Director, to ask him questions about the Downtown Development Authority (DDA). He stated that Charlotte city council already voted on a 1 mil. increase for the DDA and that currently the DDA is not capturing any funds from the library. However, when the library received the delinquent property taxes from the Eaton County Treasurer, the distribution detail stated that the City of Charlotte DDA deducted captured taxes from the library in the amount of \$624.89. When Mr. Oliver asked Mr. Myrkle to attend an upcoming library board meeting, Mr. Myrkle stated that he had already attended one of the library meetings and suggested that library board members attend a DDA meeting instead. The DDA meets the second Thursday of each month at 7:30 a.m. The Board requested information and documentation showing DDA tax captures over the past years.

Mr. Oliver distributed information about what he has gathered so far regarding major expenditures for the library. One expense could possibly be for new LED lighting throughout the library. The initial cost would be approximately \$32,000.00. Friends of the Library member Dave Ulrey has suggested that he would volunteer to paint the stucco on the outside of the library building with the assistance of Mr. Oliver. The library would only have to purchase the paint and supplies. According to the library's liability coverage, Mr. Oliver as an employee would be covered in the event of his injury or that to another patron, but Mr. Ulrey would not. Vice-President Dodds and his son will do the concrete patching on the sidewalk for the cost of materials.

Currently, all five full-time library employees have waived health and dental insurance coverage that would be covered by the library and are compensated \$5,000.00 per year. Beginning next fiscal year, one full-time employee would like to discontinue waiving the insurance and is requesting that the library pay for the policy she is currently enrolled in as according to the library personnel manual. The cost would be \$664.50 per month or \$7,974.00 per year. Mr. Oliver discussed the situation with a health insurance agent and was told that the library would need at least 2 employees enrolled in a plan and that a single policy would be over \$800.00 per month. Member Colles stated that it really wasn't an issue to discuss since it is policy. Vice-President Dodds suggested that the personnel committee may need to rewrite the policy due to the changes in the health care laws. Member Wilson stated that the policy rate will most likely go up every year and that the library may have to change the practice of providing 100% the cost of health insurance especially for new full-time staff. She mentioned that the school system used to fund at 100% but by the time she retired she had to pay 20% of the cost. Member Jones said in her experience new employees paid part of the cost but it their part decreased after so many years of service to improve longevity on the job. The personnel committee was requested to look into rewriting the policy.

Treasurer Tirrell made a motion to recess the regular library meeting and open the budget hearing. Member Wilson seconded. 6 AYES 0 NAYS Motion carried.

Budget Hearing

Treasurer Tirrell distributed a chart and graph and pointed out that the library's spending and income has been pretty consistent over the years. A few years the library did receive funds from being named in an estate. A few specific accounts on the budget were discussed. Member Wilson was amazed at the amount received in copier/fax fees.

Vice-President Dodds closed the budget hearing and reconvened the regular meeting. Member Colles made a motion to adopt the 2015/2016 proposed budget of \$490,719.70 for revenue and \$563,667.51 for expenses. Member Wilson seconded. 6 AYES 0 NAYS Motion carried.

Member VanLoton made a motion to accept the Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget. Member Jones seconded. 6 AYES 0 NAYS.

Treasurer Tirrell requested a study regarding the fee charged to make a copy covered the actual costs the library incurred.

Meeting was adjourned at 8:25 p.m.