

## 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 16, 2016, at 7:00 prevailing Eastern Time.

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

ABSENT: Gloria Wilson

ALSO PRESENT: James Oliver – Library Director, Marlena Arras – Director of Financial Services, and Lynne Baker – Library Staff Member

President Sloan called the meeting to order at 7:00 p.m. Member VanLoton made a motion to accept the agenda as presented. Vice-President Dodds seconded. 6 AYES 0 NAYS Motion carried. Vice-President Dodds made a motion to accept the minutes from the meeting on May 26, 2016, as written. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for May 2016. He mentioned that there is only one more month in the fiscal year. The new payroll system is now in use. There were two additions to the list of expenditures: DeLau Fire in the amount of \$394.00 and Eaton County Treasurer in the amount of \$236.12. Member Jones made a motion to accept the financial report and pay the bills as amended. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments and no comments in the Comment Box. Library staff did not offer comments at this time.

The Friends of the Library held an open house in the Spartan Room earlier in the evening and had 5 new people sign-up to be part of the Friend's group. They held a mini-book sale, which went well.

Member Colles mentioned that plans for Celebrate Charlotte have been finalized by the Charlotte Library Yes committee. An article will be in the newspaper to address some feedback that was recently received regarding why the library needs a millage. About 100 yard signs have been placed within the two townships and the city of Charlotte. More yard signs are available.

Mr. Oliver stated that he attended the Woodlands Library Cooperative (WLC) meeting today that was held at the Marshall District Library. He noted that many libraries have experienced a decrease in circulation. There are two other libraries in the WLC that are going for a millage this year.

Four bikes will be given away at the conclusion of the summer reading program. The Friends of the Library generously donated the funds to purchase the bikes. On June 25, a Native American program will be held in the Library. A new sound system was purchased for the Spartan Room using funds from a bequest. Most of the equipment has been installed. A cabinet is being made to securely house all of the equipment. The electrician will install outlets so the cabling can be concealed in the ceiling.

An invoice for the one-year renewal of 4 screen ad slides at Eaton Theatres was discussed. The Board requested Mr. Oliver call and find out if a shorter contract was available. New slides that will display better on the screen need to be made.

There was no new or old business to discuss.

President Sloan recessed the regular library meeting and opened the budget hearing.

Treasurer Tirrell distributed a mock budget of arbitrary cuts he made to the proposed 2016/2017 budget. He halved the collection budget and made a large cut to staff related expenses in order to find out what would happen to the library if the budget expenses and revenue were required to balance. The library would probably need to close up to 20 hours per week, dismiss several staff members, and would not have the funds to order many of the new bestselling titles.

President Sloan closed the budget hearing and reconvened the regular meeting. Member Colles made a motion to adopt the 2016/2017 proposed budget of \$488,490.70 for revenue and \$577,242.51 for expenses. Member Jones seconded. Treasurer Tirrell reminded Board members that the budget can be revised and amended at any time during the fiscal year. 6 AYES 0 NAYS Motion carried.

Member Jones made a motion to accept the Resolution Certifying Tax Levies for Operating and Debt Millage and Approving Budget. Vice-President Dodds seconded. 6 AYES 0 NAYS Motion carried.

Member Jones mentioned that the presentation that Charlotte Library Yes committee members Sally Seifert and Jim Oliver made during the Eaton Township board meeting went very well and was well received.

Member Jones made a motion to hold a special meeting on August 4, 2016, at 7:00 p.m. in the Spartan Room of the library in order to approve the resolution to submit a millage proposal on the November 2016 ballot. In the event that the millage proposal doesn't pass on August 2, the new ballot language must be submitted to the county within 10 days. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

Meeting was adjourned at 8:10 p.m.