

**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 of March 19, 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, Ann Goeman, Staff Coordinator, and Sally Seifert, Children's and Young Adult Librarian.

President Sloan called the meeting to order at 6:57 p.m. The agenda was amended by adding "Eaton Rapids Township" after the agenda approval and "April Meeting" to New Business. Vice-President Dodds made a motion to approve the agenda as amended. Member VanLoton seconded. 7 AYES 0 NAYS Motion carried.

Bernie Morgan, Eaton Rapids Township Supervisor, introduced himself to the Board. He stated that several years ago both Hamlin and Eaton Rapids Township had a disagreement with the City of Eaton Rapids and the Eaton Rapids Public Library (ERPL) and decided to pull their penal fines and state aid support. Mr. Morgan appreciated the fact that the Charlotte library chose to add them to their service area. Hamlin Township has already formally given their 6-month notice to discontinue their contract with the Charlotte library. Eaton Rapids Township doesn't want to just cut-off their residents that have been using this library. They would like the Eaton Rapids Township residents that currently have a library card to be able to continue using the Charlotte library until the end of the year and are willing to contribute \$6,000.00 to the library in the spirit of the community. Mr. Morgan mentioned that the City of Eaton Rapids approached both Hamlin and Eaton Rapids Township about coming back to the ERPL. Since the ERPL isn't a district library, the townships do not have to meet the .3 mil requirement to re-join. Member Colles stated that she appreciated Mr. Morgan coming tonight to explain the township's decision. Mr. James Oliver, Library Director, will contact Mr. Morgan regarding the library's decision on whether to accept the extra funding to finish the year for current Eaton Rapids Township library card holders. Mr. Morgan left to attend the Eaton Rapids Township meeting.

Member Jones stated that she was not opposed to extending the library card privileges for current Eaton Rapids Township cardholders since it would only be for the remainder of 2015. Treasurer Tirrell made a motion to accept the Eaton Rapids Township offer of \$6,000.00 to continue serving their current cardholders until 1/1/2016, provided the library receives a formal letter of their intentions. Member Colles seconded. Board members requested Mr. Oliver call the Library of Michigan to verify that the library is legally able to make this arrangement. 7 AYES 0 NAYS Motion carried. Mr. Oliver briefly left the room to notify Mr. Morgan of the Board's decision.

Member VanLoton made a motion to accept the minutes from the February 19, 2015, meeting as written. Vice-President Dodds seconded. 7 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for February 2015. He mentioned that the library did receive the Owens-Brockway settlement in the amount of \$56,572.65. It was deposited in the NOW account at Independent Bank. Treasurer Tirrell mentioned that he will be purchasing a 30-month CD from Independent Bank as early as next week at 1.2% interest. Vice-President Dodds wondered if the library could invest in anything other than a bank. The library has an investment policy that it must

adhere to and is limited in the type of products that it can invest. Investments must be secure. Vice-President 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 2 comments in the Comment Box. Both mentioned that the staff were courteous and knowledgeable. One stated they would absolutely recommend our library and requested more "Weird But True" books. The other comment loved the fast and courteous service they experienced.

Mr. Oliver mentioned that so far 368 surveys have been completed.

Mrs. Ann Goeman, Library Staff Coordinator, asked the Board to clarify what staff should tell Hamlin Township residents since their township has decided to discontinue their contract with our library. The Board agreed that after 8/30/2015 Hamlin Township residents would have to purchase an out-of-district fee card in order to continue checking out items from this library. Unless a library card is purchased, all items would be due back to the library by 9/1/2015 even if checked out just the day before. Signs will be put in place to notify Hamlin Township patrons. After official notification arrives from Eaton Rapids Township, signs will be put in place to notify Eaton Rapids Township cardholders as well.

Member VanLoton mentioned that the Friends of the Library's annual meeting is scheduled for April 25, 2015 at 2:00 p.m. in the Spartan Room. Ric Mixter will again be the speaker, this time presenting "Lake Creatures." The Friends have also been discussing what portion of their budget can be allocated for the millage campaign.

Mr. Oliver stated that he recently talked to Shirley Bruusema and she said that the millage rate shouldn't be formally announced to the public until approximately March of 2016. She also believes that penal fines and state aid shouldn't be used in the calculation of the amount needed for operation. She recommends having all the November ballot paperwork asking for the same millage rate ready to file just in case the August vote fails. The library needs to secure funding.

Vice-President Dodds stated that he feels the library needs more publicity about the services offered and thought more articles should be placed in both of the local papers and perhaps television stations could be contacted to promote events. The surveys are giving a lot of good ideas for things that need better publicity. Promotional ads can be expensive but may be necessary. Mr. Oliver was instructed to call the local papers to get current advertising rates and insert costs. The issue was tabled for next months' regular meeting.

Mr. Oliver did not have a Woodlands Library Cooperative (WLC) report, although he mentioned that former library director Bill Siarny had been named as WLC Governing Board President. Mr. Oliver also mentioned that the library has offered many successful programs recently.

There was no Old Business to discuss.

Mr. Oliver will be unable to attend the regularly scheduled board meeting on April 16, 2015. The Board changed the meeting date to Thursday, April 23, 2015, at 7:00 p.m. Notices will be posted announcing the change.

Treasurer Tirrell suggested sending a letter to both the Hamlin Township Board and the Eaton Rapids Township Board letting them know there are no hard feelings and that the library board appreciates the opportunity to work with them over the years. Mr. Oliver will compose the letters and bring to the Board at next months' meeting.

Mr. Oliver noted that the local business community is trying to revitalize the downtown area. He mentioned to them that the library brings a lot of people to the area.

Mrs. Sally Seifert, Children's and Young Adult Librarian, stated her concern regarding the loss of penal fines and state aid from Hamlin and Eaton Rapids Townships. She felt some services or staff hours may need to be cut in an effort to reduce the budget. The Board agreed that they will need to have a discussion.

Meeting was adjourned at 8:20 p.m.