

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 May 21, 2015, at 7:00 p.m. prevailing Eastern Time.

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

ABSENT: Jo Jones and Gloria Wilson

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

President Sloan called the meeting to order at 7:00 p.m. Member VanLoton made a motion to approve the agenda as presented. Vice-President Dodds seconded. 5 AYES 0 NAYS Motion carried. Member VanLoton made a motion to accept the minutes from the April 23, 2015, meeting as written. Member Colles seconded. 5 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for April 2015. He mentioned that two CDs were purchased from Independent Bank. The CD that matured on May 1, 2015, at Eaton Federal was transferred to the statement savings account. Treasurer Tirrell recently discovered that CDs have a penalty of only 6-months interest for early withdrawal so he may look into purchasing CDs that have a longer term and earn better interest. If the funds are needed before the CD matures, the library would still make money even after paying the penalty due to the higher interest rate earned. Treasurer Tirrell noted the library will be reimbursed for the RIDES payment by the Woodlands Library Cooperative (WLC). RIDES is the service that delivers items borrowed from other libraries. One additional expense was added to the list of expenditures for \$60.00 to International Minute Press for the purchase of a plastic canvas sign for the front lawn. Treasurer Tirrell made a motion to accept the financial report and pay the bills as amended. Vice-President Dodds seconded. 5 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments.

Three comments were found in the Comment Box. One stated they would recommend the library to others and liked the good selection. The second requested more computer time for business users. The last one declared that the library staff was always courteous and helpful and the library was a valuable community resource.

Mrs. Rebecca Tanner and Mrs. Janet Chauvin mentioned that library staff is gearing up for a busy summer. Vice-President Dodds asked if staff has heard complaints about the shorter Saturday hours. There were some comments on the survey requesting extended hours.

Mrs. Chauvin gave the report on behalf of the Friends of the Library. She mentioned that the Friends of the Library are planning on doing a small float in the Frontier Days parade and will also be purchasing a banner. The Friends recently approved some funding of summer programs. The annual meeting went well but had a lower attendance than last year. The Friends also approved the purchase of polo shirts for the staff embroidered with the library's name.

Mr. James Oliver mentioned that the millage committee met recently at Member Colles's home. Mr. Oliver was asked to get information about the Downtown Development Authority (DDA) and their tax capture process. Mr. Oliver will also contact Mr. Bryan Myrkle, Community Development Director, and ask him to attend the July or August board meeting. Mr. Brett McRae, millage committee volunteer,

will write an article for the newspaper to give people a better impression of library finances and highlight the difference between anticipated income and expenses. Mr. Oliver gave the board information on the prices of ads in the newspaper and the cost of inserts. Member Colles mentioned that the committee needed a list of potential donors and organizations that would be supportive to the millage or at least neutral. The Board will need to agree on a millage rate that will be comfortable to support the library for the next 10 years.

Member Colles mentioned that she believes the balance sheet should reflect an amount being held for capital improvements. She also mentioned that a realistic budget with nothing inflated or too pared down is necessary. Computer upgrades are part of capital improvements as well as the roof, HVAC units, and the parking lot.

Mr. Oliver stated that the WLC advisory board hasn't met and the governing board met tonight. The governing board is supposed to discuss the increase in the RIDES delivery charge.

Mr. Oliver mentioned that the business expo that he and other staff members attended went well. Regular articles are being submitted to the County Journal for publication. Members of the library staff have formed a committee to design a float for the Frontier Days parade. Over 800 surveys were filled out and many had positive comments about the library and the staff. The staff is also looking at trying to implement some of the suggestions that were made.

Vice-President Dodds reported that he found out that the sidewalk along the street is the responsibility of the city, while the approach is the library's responsibility. He feels that it is not necessary to fix the approach at this time but will keep his eye on the situation. The holes in the sidewalk around the building can be cleaned out and filled with non-shrinking cement. He will see about getting the sidewalk taken care of in the near future. Mr. Oliver mentioned that the parking lot can be patched and repainted for about \$400.00. A major resurfacing of the parking lot would cost about \$7,000.00. Member Colles and President Sloan stated that they were expecting a more formal report that would list the approximate cost of major repairs and replacements for the future. They would like to be able to justify an amount in a capital improvement account to show the public why it is necessary to hold these funds. They asked Mr. Oliver to compile a comprehensive list of major repairs and include the approximate cost to replace or repair and the life expectancy. The list should include but not be limited to: roof, parking lot, HVAC units, humidifiers, computer equipment, carpeting, and furniture.

The proposed budget for fiscal year 2015/2016 was discussed. Due to the loss of Hamlin and Eaton Rapids Townships, state aid and penal fines dropped by approximately \$22,000.00. The difference in income and expenses shows a need for more millage revenue. The library can't afford to keep running in the red. Vice-President Dodds made a motion to accept the Resolution Calling for Public Hearing Regarding Annual Budget. Member VanLoton seconded. 5 AYES 0 NAYS Motion carried.

Member Colles noticed a lot of salt damage was done to the grass along the sidewalk around the building. Mr. Oliver mentioned that Campbell's shoveled fresh topsoil and planted grass seed onto the affected areas. People living in the house next door to the library set-up a volleyball net on the front lawn over the last weekend. It was gone by Monday morning. The Board was concerned it could set a precedent and be a liability issue. Mr. Oliver was instructed to talk to them if it happens again. There has been an ongoing problem on Wednesday evenings with a group of students causing problems either in the library or out in the parking lot, depending on the weather, while waiting for a church bus. Mr. Oliver will call the church on Tuesday, May 26th, to try to come up with a resolution.

Treasurer Tirrell stated that the library spends approximately \$133.00 per every hour it is open for staff salaries and benefits. He wondered if the library had revenue of \$600,000.00 per year

would that be enough to continue operations or would more be necessary. How many mils would it take to get enough revenue to sustain the library for 10 years?

The Board asked Mr. Oliver to get as much information about how the DDA operates as possible before Mr. Myrkle attends a board meeting. They requested that he find out if it's still possible to opt-out of the DDA or whatever restructuring that may take place in the future.

Meeting was adjourned at 8:25 p.m.