

**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 26, 2016, at 7:00 p.m. 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, Rebecca Tanner – Library Staff Member, and Rhonda Brown – Library Staff Member

President Sloan called the meeting to order at 7:00 p.m. Member Jones made a motion to accept the agenda as presented. Member VanLoton seconded. 6 AYES 0 NAYS Motion carried. Vice-President Dodds made a motion to accept the minutes from the meeting on April 21, 2016, as written. 6 AYES 0 NAYS Motion carried.

Treasurer Tirrell gave the financial report for April 2016. He mentioned that he hasn't purchased any new CDs due to the low interest rates available but thinks it may be a good option to put more funds into the MERS pension liability. Member Colles agreed but felt that the transaction should wait until after the millage vote. One expenditure to Swanson Electric in the amount of \$584.50 was added to the list of expenditures. Treasurer Tirrell noted that during the month of April snow was plowed and the lawn was mowed. Member Colles 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.

There was one comment in the comment box, which mentioned that the library provides excellent service and asked what the penny drive funds will be used for so people know how much money is needed. Mr. Oliver explained that the Lions Club requested that the library shouldn't name a specific project at this time since it is not known how much money will be collected. A sign was made asking the public for ideas for the money's use.

Rebecca Tanner, Library Staff Member, mentioned that a new employee was hired and has worked two days so far. Another staff member will be moving out of state in the fall so others are being trained to take over her duties.

There was no official Friends of the Library report. Member Colles mentioned that the annual meeting was fun and interesting.

Member Colles stated that the millage committee will be mailing postcards about the library's millage request to absentee voters soon. The yard signs are now available. Door hangers have been ordered and will be used in the city and heavily populated areas in the two townships. Slides have been made for the Eaton Theatre and will be shown both upstairs and downstairs. The pictures will be switched out periodically. Sally Seifert made a presentation to the Carmel Township Board, which went well. Several more presentations are scheduled for the following months to local service clubs, the City of Charlotte, and the Eaton Township Board.

Mr. Oliver reported that the Woodlands Library Cooperative (WLC) is again offering the \$1,000.00 mini-grant opportunity. He has applied.

All've received a grant and had wooden signs with directional arrows and distances to several places around town made. Mr. Oliver asked them about adding the library as one of the places listed on the signs. Tim from Johnson's Workbench will make the signs for no charge.

Mr. Oliver mentioned that he is working with Rhonda Brown, Library Staff Member, on a grant offered by the Best Buy Community Grants Program. Eligible programs must create hands-on learning opportunities for underserved teens to engage in learning, experimenting, and interacting with the latest technologies to build 21st century skills.

The ballot language approval was sent to the county clerk. Several months ago the Hall family made a donation to the library with no strings attached. Mr. Oliver decided to use the funds to purchase a new sound system and projector for the Spartan Room. The State of Michigan will be reimbursing libraries 100% of millages lost to the personal property tax (PPT) repeal. The Eaton County Genealogical Society has formed a group called the Eaton County History Newspaper Project (ECHNP), who are raising funds to digitize microfilmed newspapers in the county. They are able to digitize groups of microfilm as they raise funds beginning with the Bellevue Newspaper. Local Eaton County libraries will receive a copy of the collection.

Treasurer Tirrell made a motion to take from the table the issue regarding out-of-district fee cards made during the April 2016 meeting. Member Colles seconded. 6 AYES 0 NAYS Motion carried. The motion to increase the out-of-district fee card rate from \$50.00 per year/per household to \$60.00 per year/per household for those whose renewal date is August 1, 2016 or later is now back on the floor for discussion. Member Colles mentioned she had discussed the issue with members of the millage committee. They thought the best way to handle the situation at this time would be to acknowledge the fact that the current fee structure is not equitable but that the Board will be looking into the situation once funding is secured. Member Colles believes this is a good response and now doesn't feel as strongly about making an increase to the out-of-district fee rate. Mr. Oliver presented fee card rates for other area libraries. The rates varied from none at all to \$100.00 per year. Treasurer Tirrell mentioned that he isn't as worried about the issue after finding out only 71 families currently have fee cards. Vice-President Dodds felt the Board should go ahead with the increase in fee card rates beginning January 1, 2017. Member Colles believed the issue could wait until after the millage proposal. President Sloan called for a vote for the motion on the floor. 0 AYES 6 NAYS Motion is lost.

Mrs. Arras presented the proposed budget for 2016/2017. She noted a decrease in property taxes of almost \$3,000.00 based on figures provided by the Eaton County Equalization office. The retirement account reflects a rate increase and an increase in the additional payment submitted each month. A new copier was recently leased along with 4 printers (2 staff and 2 public). The new maintenance agreement includes ink and toner. The supplies budget has been decreased accordingly. However, the Contractual Services: Office Equipment budget increased to accommodate the new lease and maintenance agreements. The Library recently changed payroll providers so the Contractual Services: Professional budget was decreased. The current telephone and Internet provider offers a cheaper rate for telephone service but the faster Internet speeds cost more. The difference between the proposed revenue and expenses is over \$88,000.00.

Treasurer Tirrell made a motion to approve the Resolution Calling Public Hearing Regarding Annual Budget of the Charlotte Community Library. Vice-President Dodds seconded. 6 AYES 0 NAYS Motion carried.

Meeting was adjourned at 8:00 p.m.