

**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 September 15, 2016, at 7:00 p.m. prevailing Eastern Time.

PRESENT: Sylvia Colles, Dale Dodds, Jo Jones, Mary Sloan, Keith Tirrell, and Gloria Wilson

ABSENT: Sharon VanLoton

ALSO PRESENT: James Oliver – Library Director, Marlena Arras – Director of Financial Services, Sally Seifert – Children’s and Young Adult Librarian, and Deanna Boston – Library Staff Member

President Sloan called the meeting to order at 7:00 p.m. Vice-President Dodds made a motion to accept the agenda as presented. Member Wilson seconded. 6 AYES 0 NAYS Motion carried. Treasurer Jones made a motion to accept the minutes from the meeting on August 18, 2016, as written. Member Colles seconded. 6 AYES 0 NAYS Motion carried.

Treasurer Jones gave the financial report for August 2016. She mentioned she will be checking interest rates as there are CDs that are coming due in October and November. There were 3 additions to the list of expenditures: \$60.89 to Granger for trash removal, \$1,624.00 to PotterVilla Applied Technology for computer tech assistance, and \$1,529.73 to WT Cox for the yearly periodical renewal. Member Colles made a motion to accept the financial report and pay the bills as amended. Member Wilson seconded. 6 AYES 0 NAYS Motion carried.

There were no citizens present to offer comments and there were no comments in the Comment Box. Staff members did not offer any comments at this time.

There was no report on behalf of the Friends of the Library and no new news from the Woodlands Library Cooperative.

Member VanLoton arrived at 7:08 p.m.

Mr. Oliver noted that the number of children that participated in the summer reading program was higher than last year. Mrs. Sally Seifert felt it was due to the bicycle display in the lobby. Michigan author, Randy Pearson, will be giving a book talk on September 30.

Mr. Oliver presented information regarding the purchase of a new phone system for the library. The current system is old and the company is no longer in business so any replacement parts would be difficult to impossible to find. Board members were encouraged to read the information and be ready to discuss it at next month’s meeting.

Member Colles mentioned that she received the director evaluations from the board and staff. She, Member Wilson, and President Sloan have looked at them and decided that since there are so many comments to make copies for all board members to read instead of compiling a summarization. Some evaluations were signed so Member Colles mentioned that they should be kept discreet. The director’s evaluation will be discussed at next month’s meeting.

Mr. Oliver presented information regarding taxable values in the contract townships and average home values in the district. It was noted that some areas have 10% or less residents that have a library card. If the library decides to end a contract, penal fines and state aid would also be lost. Contracts could then be rewritten to include terms of extra compensation and the reinstatement of penal fines and state aid or the township could go through the process of putting a millage request on the ballot for their taxpayers. A reduced rate fee card could be put in place for areas that contribute penal fines and state aid but do not have a millage. Arrangements could be made for the patron to be reimbursed by their township. More discussion needs to continue with the individual township boards. Mr. Oliver was asked to get information from the Marshall District Library regarding their fee card policy and how or if any of their patrons can get reimbursed by their township. The Board requested better information on the number of cardholders for each township. A report could be generated and sorted by address to get the total number of households that have library cards instead of individuals. Mr. Oliver was asked to get the average home values for the contract townships.

Member Colles made a motion to increase out-of-district fee cards to \$60 per household effective January 1, 2017. Vice-President Dodds seconded. This increase would also affect all current fee cards that expire on or after January 1, 2017. 7 AYES 0 NAYS Motion carried.

Member Tirrell mentioned that when it is time, he would like to see a very conservative FY 2017/2018 budget. The maximum millage rate is 1.4 mills but less can be used. Member Colles indicated she would like funds set aside to work towards the MERS retirement obligation. Mr. Oliver stated that he is also working on a methodology for implementing staff raises.

Meeting was adjourned at 8:10 p.m.