

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

November 21, 2019

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 **November 21, 2019** at 7:00 p.m.

Present: Jo Jones, Keith Tirrell, Gloria Wilson, Dale Dodds, Eunice Borrelli, Mary Sloan & Bob Monschein Absent:

None

Also, Present: Staff members Kayla Cuatt & Pam Kane

President Sloan called the meeting to order at 7:02 p.m.

Approval of Agenda:

President Sloan added to Old Business; Blinds update. Member Wilson made a motion to approve the agenda along with the addition, second by member Dodds. Motion passed

Approval of Minutes:

Member Monschein made the motion to approve the minutes of October 24, 2019, second by member Tirrell. Motion passed.

Financial Report:

Member Jones reported two CD's, one from Independent Bank & one from LAFCU (which came due) into the library's Statement & NOW account to be used during our down months. She stated we made \$240.00 in interest on those two accounts. Other members had questions on payment methods which Member Jones responded to their satisfaction. Member Borrelli made a motion to approve the financial report and pay the bills with additional bills to Potterville \$586.55 regular technical services & \$1,039.11 for Director's laptop & Eric Rogers \$396.00 snow removal. Seconded by Member Dodds, Motion passed

Citizen's Comments: no comments

Comment Box: Patron asked if it was possible to have a key tag to go along with your library card. Staff member Pam Kane said they investigated using that service, but it is very expensive.

Staff Comments: Kayla Cuatt introduced herself as the newest member of the staff, she was a page and was promoted to Library Clerk this summer. She is going to school at LCC to acquire her bachelor's then to a school that offers a master's in library science. Staff member Pam explained the Coffee Hour at the Library starting on November 30th. It will be held on Thursday evening & Saturday morning for 12 times. The committee has 9 sponsors and need 3 more at \$40.00 apiece.

Friends of the Library: The Friends are looking into a speaker for their annual meeting.

Woodlands Library Cooperative: No news currently

Directors Report: No report given

Old Business: Regulating Temperature in the Michigan Room, the board is aware of the insufficient heating & cooling in that room but felt the bid from Frontier Heating did not address the needs of that room. The Building & Grounds committee are to have further discussion with this contractor. It was suggested to bring in floor heaters until this problem is solved. It is imperative this matter is resolved soon.

Interim Director/Staff Compensation: The Personnel committee presented to the board a compensation package for every employee. The total amount is \$8,250. This is part of the director's salary we did not pay out. A motion to approve this compensation was made by Member Dodds & seconded by Member Jones. Roll call was taken; Member Monschein yes, Member Dodds yes, Member Borrelli yes, Member Jones yes, Member Tirrell yes, Member Sloan yes & Member Wilson yes. Motion passed. A letter thanking the employee and signed by every board member was given to those that were present, others when they worked their hours.

Blinds: Member Monschein did research on different types of blinds, ones that will filter out the sunlight but not make it dark in the area the blinds are to put in. He also shared with us the person who donated the money to the Friends did not request blinds, it was just a suggestion. Member Monschein will be meeting with the Blinds company on Friday, November 22nd at 9:00 a.m. to go over the different types of blinds.

New Business:

Economic Crime Unit Situation: President Sloan reported to the board that the ECU matter has been resolved. Fines have been paid & books returned. She thanked the staff for their professionalism during a difficult time.

Webinar Update: 4 board members attended the webinar; Elimination Fine. A win-win for your library and community. Good information on how it has impact people coming back to the library and returning material. It should not be a barrier to free access of your library. Only 1% of the budget came from fines with many libraries. There is a map of the world libraries that have no fines. You can obtain information at Infopeople.org for upcoming events. Board members have requested we suspend any action with the ECU. David Votta, our new director will be working on different procedures in terms of collection.

December Meeting: Member Monschein made a motion to suspend the December meeting, Seconded by Member Dodds. Motion passed

Auditor Request: President Sloan asked the board if we would like the auditors to come to our January meeting & report on our financial status. All agreed to have them at our January meeting.

Bank Resolutions:

Our banking institutions needed to reflect changes to our signature appointments: David Votta, Library Director & Gloria Wilson, VP/Secretary of the board.

1) Member Jones offered the following resolution and moved its adoption:

BE IT RESOLVED, that Independent Bank ("Bank") of Charlotte be, and is hereby, designated a depository of the Charlotte Community Library and that funds so deposited may be withdrawn upon a check, draft, note or order of the Library.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said accounts be signed by the Board Treasurer, President, Vice-President/Secretary or the Library Director. Opening new accounts, drafts, notes, or orders requires two authorized signers, which includes the Treasurer, President, Vice-President/Secretary, and Library Director. No checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

Supported by Member Borrelli

7 AYES

0 NAYS

Motion carried.

2) Member Monschein offered the following resolution and moved its adoption:

BE IT RESOLVED, that ~~(“Bank”) of Charlotte~~ be, and is hereby, designated a depository of the Charlotte Community Library and that funds so deposited may be withdrawn upon a check, draft, note or order of the Library.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said accounts be signed by the Board Treasurer, President, Vice-President/Secretary or the Library Director. Opening new accounts, drafts, notes, or orders requires two authorized signers, which includes the Treasurer, President, Vice-President/Secretary, and Library Director. No checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

Supported by Member Tirrell

7 AYES 0 NAYS **Motion carried.**

3) Member Borrelli offered the following resolution and moved its adoption:

BE IT RESOLVED, that Eaton Federal Savings Bank (“Bank”) of Charlotte be, and is hereby, designated a depository of the Charlotte Community Library and that funds so deposited may be withdrawn upon a check, draft, note or order of the Library.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said accounts be signed by the Treasurer, President, or Vice-President/Secretary, except for the Petty Cash account. The Library Director shall be an alternate signer. Opening new accounts, drafts, notes, or orders requires two authorized signers, which includes the Treasurer, President, Vice-President/Secretary, and Library Director. Any check written over \$10,000 will require two authorized signatures, one of which must be the Treasurer, Vice-President/Secretary or President. The Library Director, Staff Coordinator, Treasurer, Vice-President/Secretary or President may make transfers between previously established Library accounts. Checks written on the Petty Cash account may be signed by the Library Director, Staff Coordinator, or Director of Financial Services. Petty Cash checks may not exceed \$200.00 per check. No checks, drafts, notes or orders drawn against said Bank shall be valid unless so signed.

Supported by Member Dodds

7 AYES 0 NAYS **Motion carried.**

Pre-Authorized Vendors: Member Tirrell made the motion to approve the vendors as stated, Seconded by Member Dodds. Motion passed

Meeting adjourned at 8:36 p.m.

Gloria Wilson

(draft for approval)