

CHARLOTTE COMMUNITY LIBRARY

BOARD MINUTES

September 19, 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 **September 19, 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 Pam Kane, Christina Stuck & Kris Nickerson

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

Approval of Agenda:

President Sloan added to New Business; October Meeting date change. Member Jones made a motion to approve the agenda along with the addition, second by member Borrelli. Motion passed

Approval of Minutes:

Member Dodds made the motion to approve the minutes of August 15, 2019, second by member Borrelli. Motion passed.

Financial Report:

Discussion on the impact of having our fiscal year different than a normal fiscal year (January to December). It is confusing for some board members to remember when we receive Penal & State aid some of the funds goes for the previous year's budget, which is difficult to do an accurate budget. Member Jones explained how hard it would be to move our fiscal dates. More discussion & understanding needs to be discussed.

Question was asked on why we are sending 4 staff members to the MLA conference when last year only 2 attended. The conference gives more staff members an opportunity to attend, which helps in their own growth.

Member Wilson made a motion to approve the financial report and pay the bills with additional bills to Dukes Spraying for \$39.00 & Swanson Electric for \$228.26. seconded by member Dodds. Motion passed.

Citizen's Comments: no comments **Comment**

Box: no comments

Staff Comments: Pam Kane informed the board that staff do indeed share ideas when going to conferences.

Christina announced the 150th celebration of the library will have a Birthday party on November 19th starting at noon. Members of the board are encouraged to help & greet guests. Library staff would like to have a coffee gathering from December to February, more information will be brought to the board

Friends of the Library:

Member Borrelli reported David Filkins had won the quilt, tickets sales for this fund raiser was \$645.00. The annual book sale is October 10-12. Set up will begin on Monday October 7th. Help would be appreciated. Friends will bring to the board a proposal for the blinds to be installed in the library.

Woodlands Library Cooperative: No news currently

Directors Report: Christina reported that we will have 22 cameras posted around the inside & outside of our building. It was suggested to register our cameras or work with the police department to link our cameras to help police when needed.

Old Business: Parking Lot Update, Member Monschein gave us an update that Eric Rogers' company patched the worst part of our parking lot for \$4,050.00. It may last 2-3 years but we will have to look at replacing the whole parking lot soon.

Director Search Update: Member Wilson explained to the board that we had 18 applications apply for the Library Director position, the committee narrowed it down to 5. The next step was to check the references which had to be into the committee by September 19th. Our next meeting is September 24th where we will go over the references provided and narrow our search to 3 candidates. Board members will be given a letter with those 3 candidates and the date when we will have an open meeting.

Copyright Policy: Christine explained to the board why we need a copyright policy, a patron had made a copy of a DVD which is a copyright violation. Member Tirrell made the motion to approve the policy, second by member Dodds. 6 yes & 1 no. Motion passed.

New Business: Employee Handbook Language, Member Jones made a motion to approve the new language with the addition of under Voluntary Quit Benefits to add the word **hourly** at the beginning of the paragraph, second by member Dodds, motion passed

October Meeting date change: The October meeting date has changed to the 24th of October.

Member Dodds gave us an update of the temperature & humidity challenge in the Michigan Room. Applegate Company is looking into solutions for that room.

Meeting adjourned at 8:25 p.m.

Gloria Wilson