Charlevoix Public Library

Minutes, Board of Trustees Meeting, June 14, 2018

Trustees Present: Smolenyak, Dixon, Conlan, Heid, Kiteley

Trustees Absent: Madison

Director Present: Linda Adams

1. **Call to Order/Agenda.** The meeting was called to order by President Smolenyak. Moved by Heid to approve the agenda. Support by Dixon. Carried by unanimous vote.

2. **New Employees.** Linda introduced two new employees: Diane Allen and Sara Shifrin, both working in Adult Services.

3. **Budget Hearing and Truth in Taxation Hearing for Public Comment on the CPL fiscal year 2017/2018 amendment and the 2018/2019 proposed budget and millage request.** President Smolenyak opened the meeting for public comment at 3:07 pm. There being no comment, the public meeting was closed at 3:09 pm.

4. **Friends of the Library.** Adams advised the board that the Friends had organized their new slate for the coming year. The Friends will be funding an Art scholarship as well as an appearance by a noted Children’s author.

5. **Approval of Minutes.** Moved by Smolenyak to approve the Minutes of the meeting of May 10, 2018. Motion supported by Kiteley, and approved by unanimous vote.

6. **Financial Reports.** Moved by Dixon to accept the Financial reports through May 31, 2018. Support by Smolenyak. Adams advised that new chairs had been purchased, the entry doors refinished, and telephone back charges had been paid. Following discussion, motion carried by unanimous vote.

7. **Director’s Report.** Please see attached written summary. Additionally, Adams updated the Board on the many significant staff changes.

8. **Old Business.**
   a. **Youth Garden.** The Board review the updated plan for renovation of the Youth garden. Following review, moved by Heid to accept the plan to be funded through donations. Motion supported by Kiteley and carried by unanimous vote.
   b. **2018-2019 Starting Wage Schedule.** Adams presented an updated 2018/2019 wage schedule for the Board’s consideration. Moved by Conlan to approve the starting wage schedule with increases to $12.50 - $15.00 for Library and Admin Assistants. Motion supported by Dixon and carried by unanimous vote.
   c. **Fund Balance Committee.** Smolenyak suggested that a committee of the Board be established to review the CPL financial position and to prepare for upcoming millage renewal needs. Conlan suggested that the committee be called the Finance Committee with responsibility to review and recommend to the Board on all financial matters. Smolenyak will consult with our accountants and report back to the Board.
   a. Action: FY 2017/2018 Budget Amendment. Moved by Smolenyak to approved the
      Budget amendment as follows. Motion supported by Heid and carried by a
      unanimous vote.

      **Budget Amendment Resolution for the 2017-18 Library Budget**
      June 14, 2018
      WHEREAS, THE Charlevoix Public Library gave notice of the time and place when a public
      hearing would be held for the public concerning the amendment of Library Budget and the
      public hearing was duly held pursuant to the notice and in conformity therewith;
      THEREFORE BE IT RESOLVED that the revenues and expenditures for the fiscal year
      commencing on
      July 1, 2017 and ending June 30, 2018 are hereby appropriated on a fund level basis (a
detailed breakdown by activity level can be found in the Budget Document) as summarized
by the following:

      | Library Operating Fund | Budgeted: $1,032,777 | Amendment: $1,109,300 |
      |------------------------|----------------------|-----------------------|
      | Revenue:               | $1,032,777           | $1,109,300            |
      | Expenses:              | $1,031,541           | $1,099,917            |

      | Library Debt Service Fund |
      |---------------------------|
      | Revenue: $548,812         | Amendment: $582,643  |
      | Expenses: $572,906        | $573,206             |

   b. Action: FY 2018/19 Budget Approval. Moved as follows by Conlan to approved the
      2018/2019 Budget. Motion supported by Dixon and carried by a unanimous vote.

      **Budget Resolution for the 2018-19 Library Budget**
      WHEREAS, THE Charlevoix Public Library gave notice of the time and place when a public
      hearing would be held for the public concerning the Library Budget and Truth in Taxation
      and the public hearing was duly held pursuant to the notice and in conformity therewith;
      THEREFORE, BE IT RESOLVED that the revenues and expenditures for the fiscal year
      commencing on July 1, 2018 and ending June 30, 2019 are hereby appropriated on a fund
      level basis (a detailed breakdown by activity level can be found in the Budget Document) as
      summarized by the following:

      **Library Operating Fund**
      Revenue: $1,119,978
      Expense: $1,119,137

      **Library Debt Service Fund**
      Revenue: $580,267
Expense: $574,556

c. **Action: Winter 2018 Tax Levy Rates.** Moved by Dixon to approve the tax levy rates as follows. Support by Smolenyak and carried by unanimous vote.

BE IT FURTHER RESOLVED, that the Charlevoix Library Board does hereby levy a tax of 1.0728 mills to operate the library for the period of July 1, 2018 to June 30, 2019 on all real and eligible personal property in the Charlevoix Library District according to the valuation of the same, and;

BE IT FURTHER RESOLVED, that the Charlevoix Library Board does hereby levy a tax of .70 mills to meet the debt service requirements of the library.

d. **FY 2018/2019 Meeting Dates.** Moved by Heid to set Board meeting dates for the 2nd Thursday of each month at 3:00 pm. No meetings to be held in August or February unless needed. Motion supported by Kiteley and carried by a unanimous vote.

e. **Slate of Officers.** The Board discussed the slate of officers for 2018/2019. John Dixon will be nominated for President and John Doskoch as Treasurer. Vice-President and Secretary to be determined. Vote will be held in July.

10. **Public Comment.** None.

11. **Adjournment.** There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted, T. F. Conlan for Carol Madison.