

Three Rivers Public Library Board Meeting Minutes
Tuesday, August 27, 2019
6:00 PM

- I. Call to Order: Julie Keefer called to order the regular meeting of the Three Rivers Public Library at 6:13 PM.
- II. Roll Call: The following persons were present: Julie Keefer, Mike Fleckenstein, Lydia Sherwood, Rachel Raakman, Sara Van Oss, Cindy Fenwick, Linda Munro, Charlene Zavala. Absent: None
- III. Public Comments: None
- IV. Approval of Agenda: Julie made an amendment to the agenda to add going into closed session after board comments (IX), for the purpose of discussing an Attorney-Client Opinion letter regarding attorney client privilege from Bonnie Toskey of Cohl, Stoker, and Toskey. Mike moved for approval of amended agenda, supported by Lydia. 5-0
- V. Approval of Minutes: July 23, 2019. Mike made motion to approve minutes, seconded by Julie. 5-0
- VI. Business:
 - A. Approval of Change Orders for the building project: Windows- \$59,575; Automatic Door Openers- \$19,288. Mike made motion to approve both change orders, noting that the money should be deducted from the library fund balance, seconded by Rachel. 5-0
 - B. Tree Removal is necessary for the new building project since two trees are encroaching on the expanded parking lot: \$711.75 per tree, for a total of \$1423.50. The city has a contract with a tree removal company, and it is suggested by Cathy Lawson and Amy Roth that we use this service. Mike made a motion to approve this expense, seconded by Lydia. 5-0
 - C. Approval of Payment #1 to Brussee/Brady for \$42,390.00. This has already been approved.
 - D. Borrowing policies concerning movies and video games: An issue is arising with setting up the new self-checkout kiosks, regarding whether juveniles will be able to check out certain materials. The board would like the director to give some samples of policies other libraries use. The board will review these and consider setting a policy next month.
- VII. Finances
 - A. Revenue and Expenditure Report (July 2019)
 - B. Balance Sheet (July 2019)
 - C. Invoice List (6/29/19-7/30/19, 7/31/19-8/13/19)Mike made a motion to approve financial reports as listed, seconded by Linda. 5-0

VIII. Reports and Updates

- A. Director's Report: The library will have a table at Harmonyfest downtown this weekend.
- B. Teen Librarian/Assistant Director Report
- C. Children's Librarian Report
- D. Fundraising Committee Report: The Committee is ready to commence fundraising for small donation donors. They would like to request \$500 in startup funds and spending authority to pay for small donation items, printing, and postage.
- E. Statistics

IX. Board Comments: Mike noted that there is always a lot of great programming and involvement at the library, and expressed gratitude to the staff.

X. The Library Board will consider going into closed session to discuss Attorney-Client Opinion letter from Bonnie Toskey of Cohl, Stoker and Toskey. Mike made a motion to go into closed session, seconded by Linda.

Roll Call vote:

Julie- yes

Rachel-yes

Lydia-yes

Mike-yes

Linda-yes

The board entered closed session at 7:21 PM.

Closed session ended at 8:33 PM. The board met in closed session to discuss an attorney-client opinion letter. No decisions were made.

The board re-entered open session. Julie said that the board would like to discuss personnel related matters with Lynn. Lynn requested discussing this in closed session. Mike moved to go into closed session, seconded by Linda.

Roll call vote:

Julie-yes

Rachel-yes

Lydia-yes

Mike-yes

Linda-yes

Re-entered closed session at 8:34 PM.

Closed session ended at 10:08 PM. The board chair stated the board met in closed session to discuss personnel matters. No decisions were made.

Lynn submitted her resignation.

The library board officially accepted the resignation of S. Lynn Schofield-Dahl by consent.

X. Adjournment: Mike made motion to adjourn, seconded by Linda. 5-0
Adjourned at 10:12 PM

Next Meeting: Tuesday, September 24, 2019 at 6:00 PM