

Three Rivers Public Library Board Meeting Minutes
Tuesday, February 5, 2019
6:00 PM

- I. **Call to Order:** Chairperson Keefer called the re-scheduled meeting from January 22, 2019 of the TRPL Board to order at 6:00 PM.

- II. **Roll Call:** Chairperson Keefer asked Fleckenstein to take minutes and call the roll in the absence of Rachel Raakman. The following persons were present: Cindy Fenwick, Paul Bungart, Julie Keefer, Mike Fleckenstein, John Kroggel, Linda Munro, Lydia Sherwood. Absent: Rachel Raakman.

- III. **Public Comments:** Anna Smith stated she had taken an informal poll of people who might be familiar with the library's tree and found nobody who seemed attached to it. She expressed she sees little risk of upsetting any group if we don't spend the money to take the tree to the new building. She also told about research she has been doing about Lafayette Park and that she has been spending a considerable amount of time in the Michigan Room. She agrees that the condition of some of the oldest pieces, and even some of the microfilm is starting to deteriorate, and that she is a proponent of digitizing the media to preserve the collection.

- IV. **Approval of the Agenda:** Motion to approve the agenda by Fleckenstein, support by Keefer. 4-0

- V. **Approval of Minutes December 27, 2018:** Keefer made motion to approve, support by Sherwood. 4-0

- VI. **Communications:** Keefer noted the Library had received thank you notes for our assistance provided to DASAS, Hoppin Elementary and PTO and the City of Three Rivers.

- VII. **Business:**
 - A. **Discussion about moving the tree to the new building** – Director Schofield-Dahl indicated that the tree has been offered to both the Community Players and Three Rivers Schools. There was a suggestion that it be offered to the Michigan Library Association. Motion by Fleckenstein to approve giving it to any of the listed parties willing to take it apart and move it, and if after a reasonable period of time there was no interest, that a sign be placed on it offering it for free to a good home. Support Sherwood. 4-0
 - B. **Digitizing the microfilm in the Michigan Room** – Director Schofield-Dahl met with Kent Record Management Inc. regarding the digitization of the microfilm and

newspaper collections to preserve the collections and make them more usable by patrons. She provided sample documents for them to demonstrate the final product. They presented an estimate of \$52,770.19 to digitize and index our 57 drawers of card files. Staff's recommendation is that we digitize all of our 35mm and 16mm microfilm of old issues of the Commercial News and Obituary Files, half done during this fiscal year and the 2nd half done near the beginning of next fiscal year, with each half at a cost of \$14,073.09. Staff recommended that this year's half be paid for using funds from the Tase Bequest.

Motion by Fleckenstein to recognize revenue in the amount of \$14,075 from the Tase Bequest in the Library's budget for the purpose of contracting with Kent Record Management Inc. to digitize and index approximately half of the 35mm and 16mm microfilm of old issues of the Commercial News and old Obituary files, and that staff be directed to investigate and report the cost to store those digital files both locally and in the cloud. Support by Keefer. 4-0

C. **Asbestos and Lead Testing** – The Board accepted a report from Director Schofield-Dahl disclosing that the new Library facility was never tested for the presence of asbestos or lead prior to our purchase of the building. That testing is required to be completed prior to the start of demolition and remodeling. Director Schofield-Dahl hired Analytical Testing & Consulting Services, Inc. to perform the required testing at a total of \$3,320. If hazardous levels of either are found we will need to schedule and pay for abatement. Motion by Keefer, support by Sherwood to approve the expenditure of \$3,320 and for the necessary budget adjustments between funds so that the money is taken from building remodel project funds. 4-0

D. **Review of Bylaws and Election of Officers Process** – Staff provided a copy of the Three Rivers Public Library Bylaws which were reviewed by the Board. It was noted that the Bylaws require an ad-hoc committee be appointed at the February meeting for the purpose of nominating candidates to serve as Board officers, and that the recommended slate of candidates be presented to the Board at the March meeting. Motion by Keefer, support by Fleckenstein to designate the entire Board as the ad-hoc committee and that the Nominating Committee would meet at the beginning of February's regular meeting to consider candidates to hold office upon elections held at the March 2019 meeting.

E. **Review of the Director's Performance Evaluation Process** – Chairperson Keefer is going to amend the City's evaluation form and will get each Board member a copy prior to our next meeting so that we can evaluate Director Schofield-Dahl's performance as she completes her first year.

F. **Receipt of Construction Bids** - A preliminary bid tabulation sheet was provided by staff for Board review. It was noted that further review was being conducted by our consultant, Arkos Design, to determine which bid was the most complete and represents the best bid. No action was taken on this agenda item.

G. **Move of Bank Furniture to Basement** – Director Schofield-Dahl requested that the Board approve the expenditure of \$2,100 to hire Mulder’s Moving and Storage to move the furniture from the first and second floors into the basement of the new library building for safe storage during remodeling. Items would be organized and separated so that items we’re not planning to keep would be stored separately from the other items so that they could be accessed to be sold. Motion by Munro, support by Sherwood. 4-0

VIII. **Financial Reports**

- A. Revenue and Expenditure Report (December 2018)
- B. Balance Sheet (December 2018)
- C. Invoice Lists (11-16 – 11/30/2018) (12/01 – 12/14/2018) (12/03/2018 – 01/15/2019) (12/05/2018 – 01/02/2019)

Motion by Fleckenstein, support by Sherwood to approve financial reports. 4-0

IX. **Reports and Updates**

- A. Director’s Report – Director Schofield-Dahl added to her report detailing a flood event that occurred in the new library building during the polar vortex. The water was presumed to be from a frozen pipe, but there is no plumbing in the area of the building where the water was found. Photographs were provided. The remodel project may open a wall in the area of the damage that might reveal the cause of the water.
- B. Teen Librarian/Assistant Director Report
- C. Children’s Librarian’s Report
- D. Statistics
- E. Public Library Survey and State Aid Application
- F. Kent Records Management Microfilm Digitization Proposal
- G. TRPL Bylaws
- H. Asbestos & Lead Testing by Analytical Testing & Consulting Services

X. **Board Comments**

XI. **Adjournment** – Motion by Keefer, support by Fleckenstein to adjourn the meeting at 07:37 PM 4-0