

Three Rivers Public Library Board Meeting Minutes
Monday, June 17, 2019
7:00 PM

- I. Call to Order: Julie Keefer called to order the regular meeting of the Three Rivers Public Library at 7:00 PM.
- II. Roll Call: The following persons were present: Julie Keefer, Mike Fleckenstein, Sara Van Oss, Lydia Sherwood, Rachel Raakman, Jack Coleman (filling in for Cindy Fenwick), Charlene Zavala (for Lockport Township taking the place of Paul Bungart) Absent: Linda Munro, Cindy Fenwick
- III. Public Comments: Anna Smith: Has been attending a number of DDA meetings, where they were talking about traffic calming in downtown. She suggests talking with the DDA board to coordinate with this to bring the public's attention that there is a crosswalk going to the library.
- IV. Approval of Agenda: Mike made motion to approve agenda as adjusted by Lynn, seconded by Julie. 4-0
- V. Approval of Minutes: May 28, 2019 regular board meeting. Mike made motion to approve minutes, seconded by Lydia. 4-0
- VI. Business
 - A. Discussion/Decision concerning possible closing for staff training: HR has suggested the library close the morning of June 25 and July 18 for staff training. The library would open at noon on those days. Mike made motion to approve this change, seconded by Lydia. 4-0
 - B. Discussion of Change Orders for the Building project: A twofold change order: 1— when Brussee/Brady gave us the numbers for the elevator in the first meeting they were incorrect. The actual cost is an additional \$4300. 2— An additional \$32,000 for Brussee/Brady's crew to strip vinyl wallpaper off the walls and sand any remaining adhesive before painting. This had been previously discussed as a possibility by Brussee/Brady as a voluntary add to the specs. We do have a signed contract at this point. Lynn also anticipates a change order in July for new windows if we decide to go with new energy-efficient windows. Mike requests that when we approve. Mike made motion to approve change orders for an additional \$4300 for the new elevator and \$32,000 for wallpaper removal, sanding adhesive, and wall prep for painting. Julie seconded this motion. 4-0
 - C. Discussion and Approval of New Operating Hours to begin July 9, 2019: Lynn and Bobbi have reworked the operating hours to cut down five hours and be open 55 hours per week due to decreased revenues in the new budget. New hours would be:
 - Monday-Thursday: 9:30-7:30
 - Friday: 9:30-6:00
 - Saturday: 9:30-4:00Julie made a motion to approve the new operating hours, seconded by Mike. 4-0

VII. Finances

- A. Revenue and Expenditure Report (May 2019)
- B. Balance Sheet (May 2019)
- C. Invoice List (5/1-5/15/19)

Mike made motion to approve financial reports as listed, seconded by Rachel. 4-0

VIII. Reports and Updates

- A. Director's Report
- B. Teen Librarian/Assistant Director Report
- C. Children's Librarian Report
- D. Statistics

IX. Board Comments

Mike suggests we strive to work together with the DDA board since the library will be moving downtown soon.

Charlene mentioned interest in the Scholastic warehouse book sale by Laura Bultman. Jack commented that this was the best meeting he has been to all month.

Announcements: Next meeting Tuesday, July 23, 2019 at 6:00 PM.

X. Adjournment: Mike made motion to adjourn at 8:00 PM.