

Three Rivers Public Library Board Meeting Minutes
Tuesday, March 26, 2019
6:00 PM

- I. Call to Order: Mike Fleckenstein called to order the regular meeting of the TRPL at 6:00 PM
- II. Roll Call: The following persons were present: Mike Fleckenstein, Lydia Sherwood, Rachel Raakman, Cindy Fenwick, Paul Bungart, Sarah Van Oss. Absent: Linda Munro, Julie Keefer
- III. Public Comments: Anna Smith noted that in yesterday's paper there was an article on Narcan, and the library staff possibly being expected to administer it (in case of opioid overdose of a patron). She is concerned about this and wondering about possible training. Paul noted that in this type of situation, the first thing staff would do would be to call 911 so help would be on the way. Lynn added that she and Bobbi are or have been certified in CPR and use of AED.
- IV. Approval of Agenda: Lydia made motion, seconded by Rachel. 3-0
- V. Approval of Minutes: February 26, 2019. Lydia made motion, seconded by Rachel 3-0
- VI. Business:
 - A. Election of Board Officers: The following nominations were made last month: Julie Keefer for chairperson, Mike Fleckenstein for vice-chairperson, Rachel Raakman for secretary. Lydia made motion to elect all officers as nominated, seconded by Rachel. 3-0
 - B. Strategic Planning Committee: This would be a committee to create 1,3, and 5 year plans for the library's future, including board members and community members.
 - C. Policy Committee: Lynn would like to create this committee to update the policy manual, including Bobbi and herself and several board members.

Fundraising Committee: Mike brought up that we will need a fundraising committee as well. Lynn will reach out to people who had expressed interest. Hopefully meetings would begin May/June of this year.
 - D. Review and Discussion of Draft Budget for FY 19-20: Mike commented that items that were cut in order to balance our budget, such as books, materials, and programs, should be put back in and fundraising should try to make up that difference. A budget should show who we are as a library and what our priorities are: such as books and programs. Mike noted that issuing bonds from the city would not be responsible or necessary in our budget at this time. Mike's strong recommendation is that we first ought to do fundraising for this project. Cathy Lawson added that there is a financial commitment to this project by the city. They are waiting for final numbers for our project in order to make final decisions. Budget will be due to the city by April 24. Jeff Anglemyer from Arkos Design noted that in any renovation project they suggest including 3-5% in budget for unexpected costs. Rachel made a motion to call special meeting to discuss operating budget and renovation project budget, seconded by Mike. 3-0. The date will depend on when the numbers for the budget are in from the city. Lynn will be in contact with board regarding this.
 - E. Asbestos Abatement Report: Lynn had been asked to give a more detailed summary of the asbestos report to the board, and presented the detailed report. Lydia made

motion to approve expense of \$9,950.00 for asbestos abatement, with a note that there may be a small increase in cost for air quality testing by a third party, seconded by Mike. 3-0.

F. Recommendation from Arkos for the building project:

The board was presented with a letter from Arkos Design recommending that it contract with Brussee/Brady for this project. This conversation can be continued at the upcoming special meeting. May 5th will be the 90 day deadline for the bids.

7. Finances

A. Revenue and Expenditure Report (February 2019)

B. Balance Sheet (February 2019)

C. Invoice List (1/16-1/31/2019) (1/30-2/15/2019)

Lydia made motion to approve finances as listed. Rachel seconded 3-0

D. Budget Adjustment: Lydia made motion to approve budget adjustment, seconded by Mike. 3-0

8. Reports and Updates

A. Director's Report: Lynn added to her written report that after a full day of working with the movers to move furniture from the new building into the basement, it was not completed. It is going to cost \$1100 more to have them return to finish the work. Mike added that the board expresses their thanks to the staff for the hard work and wonderful programming that is going on at our library.

B. Teen Librarian/Assistant Director's Report

C. Children's Librarian Report

D. Statistics: We are steadily circulating more items and getting more people signing up for library cards.

9. Board Comments: Mike commented that if staff at any time feel unsafe, they should be willing to take precautions for safety. If there are patrons or behaviors that make staff or other patrons feel unsafe, it may need to be addressed by the board.

Announcements: Next Meeting Tuesday, April 23, 2019 at 6:00 PM.

10. Adjournment: 7:37 PM