

**Three Rivers Public Library Board Meeting Minutes**  
**920 West Michigan Ave. Three Rivers, MI**  
**Tuesday, October 22, 2019**  
**6:00 PM**

- I. Call to Order: Julie Keefer called to order the regular meeting of the TRPL at 6:01pm.
- II. Roll Call: The following persons were present: Julie Keefer, Mike Fleckenstein, Charlene Zavala, Sarah Van Oss, Cindy Fenwick, Lydia Sherwood, Rachel Raakman. Absent: Linda Munro
- III. Public Comments: None
- IV. Approval of Agenda: Mike made a motion to approve the agenda, seconded by Julie. 4-0
- V. Approval of Minutes: Mike made a motion to approve the minutes from September's meeting, seconded by Julie. 4-0
- VI. Business
  - A. FY 2019-2020 Budget Revision: Mike made a motion to approve, seconded by Lydia. 4-0
  - B. Project financial report for 88 N. Main.
  - C. Shelving Options: The current shelves cannot be cut down as previously thought. Mike made a motion to authorize the director to get quotes for new shelving for the library. Seconded by Julie. 4-0
  - D. Fundraising packet: The fundraising committee has put together a professional looking packet to provide to potential donors. They will develop a mailing and send it out to potential donors. Mike made a motion to permit Bobbi to spend up to \$7500 for this mailing, which would come out of the community promotion line item in the budget. Motion seconded by Julie. 4-0
  - E. Budget Reallocation Request: Bobbi suggests covering electronic books and audios by reallocating \$1500 from Hoopla and \$1000 from book budget to cover. Mike made a motion to approve, seconded by Lydia. 4-0
  - F. Tree Replenishment: Rachel made a motion to plant two trees (oak tree and red bud) on Memory Isle to replace the two trees that needed to be taken out at the new building. Seconded by Mike. 4-0
  - G. Change order for the building project: A change order request for additional electrical needed and additional IT cabling needed for the new building project. The recommendation is to go with a quote by Q3 Technologies LLC for a total change order of \$87,064. Mike makes a motion to approve the change order, seconded by Lydia. 4-0
- VII. Finances
  - A. Revenue and Expenditure Report (September 2019)

- B. Balance Sheet (September 2019)
- C. Invoice List (9/14/19-9/30/19, 10/1/19-10/15/19)

Mike moves to accept financial reports as listed, Julie seconds. 4-0

VIII. Reports and Updates

- A. Interim Director's Report
- B. Children's Librarian Report
- C. Fundraising Committee Minutes and Report

IX. Board Comments: none

Next Meeting Nov 21 6:00 PM.

X. Adjournment 7:16 PM