

Three Rivers Public Library
920 W. Michigan Ave.
Three Rivers, MI 49093
24 June 2014
Board Minutes - PUBLIC

1. CALL TO ORDER : President Blood called the meeting to order at 7:05pm
2. ROLL CALL
 - a. Members Present: Mary Ann Blood, President; Sarah Embil, Vice President; Myrtle Butler, Trustee; Cindy Fenwick, Park Township; and Library staff member Deborah Haak
 - b. Members Absent: Joe Nowicki, Lockport Township; Annette Ashby, Fabius Township
3. VISITORS: Kathy Bingaman
4. PUBLIC PORTION
 - a. Kathy Bingaman presented an idea to the board regarding collaboration between the library and the Three Rivers Area Artists Guild (TRAAG). Part of TRAAG's purpose is to promote art education, and they are offering their volunteer services to the library for projects and programs. The only expense to the library would be supplies, and efforts would be made to keep costs low. Kathy expressed that they do not want to encroach on the services of paid teachers and artists that work with the library. Response from the board was positive and supportive, with remarks that this would be a good opportunity to utilize local resources and to offer more adult programming. The director will be the point person for this contact when s/he comes. Kathy will check back with the library after she reports to the TRAAG board to move forward.
5. ADDITIONS TO AND DELETIONS FROM THE AGENDA
 - a. Communications B: Library Director Search
 - b. Communications C: Summer School Partnering
 - c. Communications D: One Book, One County
 - d. Communications E: Goals of the Library
 - e. Old Business B: Weeds in the Landscaping
6. MINUTES: Motion to approve the minutes from June 2014 (Embil, Butler) (3-0). Minutes from April 2014 will be corrected and resubmitted at the July 2014 meeting.
7. CIRCULATION STATISTICS: The circulation statistics for May 2014 and the reference statistics for May 2014 were reviewed. It was noted by Haak that the software for reporting patron computer usage was not working at the time this report was run. The reference statistics will be re-submitted at the July meeting. It was noted by Embil that the Library Book Club (2nd Wednesday of the month) attendance often does not appear on the reference statistics, which is indicative of its disconnectedness from the rest of the library programs. Embil expressed a desire for more support from the library staff, in order to promote public interest in the book club. Embil also asked if more staff could be involved in posting on the library's Facebook page, in order to generate more posts and more traffic on the page.
8. COMMUNICATIONS
 - a. Board was in support of a system for open vs. closed meetings which involves two sets of minutes. One set is marked "PUBLIC," which has the minutes from the closed sessions edited out, and which is available to the public at the library and with the City Clerk. These minutes are reviewed by the City Commission. If no closed-session items are discussed, this set will be the

only set of minutes. If closed-session items are discussed, the corresponding minutes will be included in a separate set of meeting minutes marked "EXECUTIVE," which will be kept on private file at the library and with the City Clerk, and will not be reviewed by the City Commission. In order to keep the meeting agenda consistent with the meeting minutes, the closed-session items should be discussed before or after the regularly-scheduled meeting. Haak will create a file or binder for keeping "EXECUTIVE" minutes at the library.

- b. Blood reported that the City received 15 applications for the position of Library Director. Five were selected for interviews by a subcommittee, consisting of library board members and City officials. Applicant Hope Nobel was interviewed June 18, and the other four will be interviewed on July 12.

Blood emailed Joe Bippus regarding Joye Briggs' acceptance onto the board, but the progress with the Commission approval is unclear. Blood will also speak with Meredith Rogers regarding her application. One more trustee (to represent the City of Three Rivers) is still needed.

- c. Blood reported a potential collaboration between the library and the summer school program at Andrews School. She will be in contact with Bob Brooks, the coordinator of the program.
 - d. Steve Luxenberg, the author of the "One Book One County" (OBOC) book *Annie's Ghosts*, is visiting Sturgis in October. TRPL is asked to contribute to the cost of the visit, and to collaborate in promotion, circulation, and discussion of the book. Motion to approve \$285.06 for the cost of the visit (expensed from programming line item), plus additional costs peripheral to the event (Embil, Butler) (3-0). A library liaison, potentially the new director, is needed to coordinate OBOC details.
 - e. In the interview with Hope Nobel, Nobel noted that her current library establishes long-term and short-term goals. The board will revisit this idea for strategic planning in the fall, after a director has been hired.
9. FINANCIAL STATEMENTS AND BILL LISTINGS: The financial expenditures, desk income, credit card statement, and petty cash receipts were reviewed. Motion to approve the invoice list for 5/22/14-6/13/14 as presented (Embil, Butler) (3-0). For future meetings, Haak will move financial review to follow circulation review on the agenda.
10. OLD BUSINESS
- a. Landscaping: No progress to report. Larry Harris is not returning Beth Neff's calls; Embil will try to contact him.
 - b. Blood will contact the lawn care service to address the weeds in the sidewalks and landscaping rocks.
11. REPORTS
- a. The director's report was reviewed
 - i. A credit card in Haak's name has been created and is in use. The City's proposal for a City-wide procurement card was discussed, and Haak will investigate the progress of that proposal. The board will discuss when more information is procured, possibly with the advice of a library lawyer regarding the separation of library funds from all other funds.
 - ii. The high Semco natural gas bill from the May invoice list was discussed, without conclusion, to be included in July's Old Business. A question was asked regarding the sales tax on the bill, and whether the library is reimbursed for that charge.
 - iii. Other quotes will be pursued for the installation of pull-out drawers for the front desk, per Finance Department policy.

- b. Line Item Transfer: Motion to approve all items listed, in the amount listed, to and from the listed line items (Embil, Butler) (3-0).
12. COMMENTS: Review of staff answers to questionnaire regarding library's goals, strengths and weaknesses, and desired qualities of the director
- a. Goals of the library: to be a community center, to be a bridge to other resources
 - b. Other comments:
 - i. A tech-savvy person is needed on-staff
 - ii. More adult programming is needed
 - iii. Volunteers: what is the union understanding regarding the question of paid vs. unpaid work?
 - iv. Effective communication between the board and the staff lies with the director
 - v. Motion to amend the 'No food or drink allowed in the library' policy to 'food and drink allowed in designated areas and/or at designated times' (Butler, Embil) (3-0).
13. ADJOURNMENT: Motion to adjourn at 7:45pm (Embil, Blood) (3-0).

Respectfully submitted,

Deborah Haak

Accounts Manager
Three Rivers Public Library