1. Due to power outage, the meeting was delayed, and began at 6:30. The meeting was called to order by President Mary Anne Blood.

2. Members present were: Myrtle Butler, Cindy Fenwick, Joe Nowicki, Rhonda Nystrom, Joye Briggs, and Library Director Melissa McPherson. Annette Ashby and Sarah Embil were absent.

3. Visitors: Ms. McPherson introduced prospective board member, Rhonda Nystrom.

4. No public portion.

5. The agenda was approved with the addition of a quotation on the proposed landscaping, in Section 10, Old Business.

6. The minutes for 28 October were approved as presented (Butler/Blood).

7. The circulation statistics were reviewed.
   a. Clarification has been requested on the “not defined” category in the Patron Category Statistics.
   b. It was noted that the “Items added/withdrawn” section had a higher number as the cassette category has been withdrawn from the library inventory and the items were sold for a suggested donation of $0.25 per cassette.
   c. Clarification is requested on the state aid reports.

8. Financial statements were reviewed. A question arose concerning the expenditures for Contractual Services by Andy J Egan Co. Melissa will review and provide further details at the next board meeting. Financial statements and billing was approved and seconded (Butler/Briggs).

9. Communications:
   The letter to Mr. Larry Harris was reviewed. The letter requested that Mr. Harris submit the final bill for his services ($1,240) for the concept drawings of the landscaping project.

10. Old Business:
   a. Drawings of the proposed landscaping and a comment box will be placed near the Teen Librarian’s office to gain community input on the project.
   b. Joe Nowicki presented an estimate by Kennedy’s Lawnsprinkling, Inc. for the proposed sprinkling system. Two more bids for the sprinkling system will be needed before a decision can be made.

11. New Business:
   a. Ms. McPherson shared the new volunteer policy for the library. Volunteers will be used primarily for special events and supervised by library staff.
   b. The policy for gift materials was reviewed. The policy allows the Library Director more discretion concerning donations to the library.
c. An ordinance by the City of Three Rivers was reviewed. The proposed changes include a limit of three years for future board member terms. Further clarification regarding the ordinance has been requested by the board.
d. The library is waiving overdue fines in exchange for toiletries and Christmas tree hats, scarves and gloves. These items will be donated to area charities.
e. Rhonda Nystrom was approved as a new trustee to the library board for a term of 3 years.

12. Reports:
a. Ms. McPherson reported that she attended several meetings, including: two city council meetings, the November Park Township meetings and E-Rate training.
b. Ms. McPherson also met with the other St. Joseph County Libraries concerning penal fines, and plans to continue her visits to the area libraries.
c. Christmas wreaths have been ordered for seasonal decorations.
d. Quotations are being sought for new computers to replace the outdated computers.
e. Upcoming programs were reviewed, including Family Fun Sundays and the Downton Abbey Marathon to be held each Friday, Saturday and Sunday in December.

13. No comments.

14. Adjournment – Meeting adjourned at 8:02 p.m. (Briggs/Butler)

Prepared by: Joye Briggs, Trustee

Melissa McPherson
Library Director