

Three Rivers Public Library
920 W. Michigan Ave.
Three Rivers, MI 49093
25 November 2013
Minutes

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 - b. It was noted that the "Items added/withdrawn" section had a higher number as the cassette category has been withdrawn from the library inventory and the items were sold for a suggested donation of \$0.25 per cassette.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