

Three Rivers Public Library  
920 W. Michigan Ave.  
Three Rivers, MI 49093  
24 March 2015  
Library Board Minutes

1. The March meeting was called to order at 6:00 by Library Board President Mary Ann Blood.
2. Members present were: Mary Ann Blood, Joye Briggs, Sarah Embil, Cindy Fenwick, Joe Nowicki, Rhonda Nystrom, and Library Director: Melissa McPherson. Board members absent were: Annette Ashby and Myrtle Butler.
3. Visitor: Cathy Lawson, City Finance Director/Treasurer
4. Public Portion: None
5. Corrected Agenda for March meeting was approved.
6. Minutes for February 2015 with modifications. Modifications included listing of which goals were not met. After discussion, motion to approve and second minutes (Nystrom/Embil). Approved by Board.
7. Review of Circulations Statistics. No changes.
8. Financial Statements and bill listing: Board is requesting additional information on the statistics for attendance and the cost per session of Yoga and Musik Garten. Appreciate the Freegal Statistics that have been provided by the library director. Motion: Embil/Nystrom. Approved by board.

Request made to have a breakdown of procurement card expenditures included in monthly report. The April packet to be reviewed by the Library Board will include the February and March Procurement Card expenditures as they were not included in the March board meeting packet.

9. Communications: None
10. Old Business
  - A. Landscaping. Melissa and Sarah met with several contractors. Measurements, plans and recommendations for cleanup Phase 1 were given by Meg Holcomb.  
Discussion on moving forward with professionals vs. community volunteers to complete landscaping was discussed. Additional discussion on considering a landscape architect or individual contractors, and the sequence for various portions of the project. It was decided that the discussions will move forward with landscaping contractors. Plans included scheduling a meeting with contractors for landscaping: Joye, Sarah, Melissa, and Annette by the next board meeting date. Suggestions for tentative contractors included: Wedels Nursery, Romence Garden and Arnett Landscaping. Any other names can be brought to the committee prior to the next meeting.
  - B. Signage discussion tabled to April meeting

C. Exterior and Frontage discussion tabled to April meeting

11. New Business:

- A. Cathy Lawson explained the budget process for the library, and how the itemized lines are calculated. The Board plans to form a subcommittee on the budget (Blood, McPherson and Ashby).
- B. Melissa provided information on an author speaking engagement at the library. Jeff Yeager, author of "The Ultimate Cheapskate" is scheduled for September 7, 2015. Board approved cost of \$500 for speaker fees (Briggs/Embil). Board approved. Discussion made on future speakers, geared to adult audience, possibly with local authors for future events. Future authors will be considered.
- C. Melissa attended the Fabius Township meeting. The cost of the township library services contract was discussed. A proposed budget was reviewed by the Board for the value of 100% of the 3/10 Taxable Value. The three-year agreement must be approved by the Library Board of Directors.

Melissa will meet with Joe Bippus, City Manager and Joe Kroeggel, Fabius Township Director prior to the board meeting in April.

Motion made (Embil/Nyström). Board approved tabling agreement until April 2015 library meeting.

- D. Procurement Credit Card – Presented by Cathy Lawson, Finance Director. City is requiring procurement credit cards for purchases (governmental system) vs retaining current system. Under the new system Desiree Conklin (youth librarian), Karen Wilson (children's librarian) and Melissa (library director) will be the only authorized users. Procurement Card allows card to be locked down with merchant codes to prevent fraud. Purchases of \$50 to \$2500 on procurement card allows approvals. Discussion was made by board on adjusting dollar amounts for approval process. No monthly fee to use procurement card. Current process requires a purchase requisition with approvals for any purchase over \$50; quotations for purchases over \$2500; and a three-bid process for purchases over \$10,000.

Melissa will work with procurement card agency to determine spending limits.

A question was raised on the cap on individual expenses, per purchase. Melissa will investigate this issue.

- E. Election of Officers

The board approved the following officers: effective for April 2015 Meeting

Sarah Embil – President

Mary Ann Blood – Vice President

Annette Ashby – Secretary/Treasure

Motion to approve: (Nystrom/Briggs). Board approved.

- F. Proposed New Building – Discussion of Whitehouse Building as potential new library. Discussion included proposed architect, and benefits of moving vs remaining in the current building. Discussion tabled for future meeting.
- G. New Business – Melissa requested line item change of \$300 from 271-790-901.00 (Advertising) to 271-79-868.00 (lodging). This will accommodate lodging expenses of new Teen Librarian for out-of-town training. Motion made (Blood/Embil). Board approved.

In addition to tabled items, Sarah requested discussion for April meeting  
Overdrive Meeting - cost  
Plans for book sale donations  
E-rate and Technology needs  
Training information for new board members. Sarah is requesting trustee books from the American Library Association

12. Reports:

Director's Report: Reviewed Directors report. No concerns.

13. Comments: Next Meeting to be held

14. A motion was made (Blood/Embil) to adjourn meeting at 8:55 p.m. Board approved.

Prepared by Joye Briggs, Trustee