

Three Rivers Public Library  
920 W. Michigan Avenue  
Three Rivers, MI 49093  
Minutes of Three Rivers Public Library Board  
July 28, 2015

1. Call to Order – The meeting was called to order at 6:04 p.m. by Library Board President Sarah Embil.
2. Roll Call – Board members present: Joe Nowicki (LT), Cindy Fenwick (PT), Mary Ann Blood, Sarah Embil, Myrtle Butler, Joye Briggs and new member Teresa Rothman. Also present: Library Director: Melissa McPherson. Absent was Annette Ashby due to resignation from the board.
3. Introduction of Visitors: None
4. Public Portion: None
5. Additions to and Deletions from the Agenda.
  - 9.A. Annette Ashby Resignation,
  - 9.B. Appointment of Board Secretary,
  - 10.B: Deletion of Board Member from agenda and replaced with City Lease Negotiation.
  - 10.C Board Educational Materials.
  - 10.D. Landscaping,
  11. D: OMA Workshop.
6. June 2015 Approval of the Minutes of the Library Board meeting  
Corrections  
(page 38) 42 – change to Letter from city re: MVB Industrial Development District Establishment.
  - 7 Communications. Correction of Ann Seurnyck's name.
  8. Correction of Old Business in June Minutes. 8.A. \$3,500 was for brick landscaping area. \$1580 was for additional irrigation for the second phase. Motion to accept minutes with changes: (Blood/Butler). Approved by board.
7. Review of Circulation Statistics
  - A. Circulation statistics – Page 17 overdrive. 809 visits: were doubled from previous month. Unsure of reason for increase, possibly due to additional promotions. Purchases of children's items and heavily-used items. Can reserve books on overdrive, which allows for automatic checkout.
  - B. Reference statistics. No concerns.
  - C. New items added and items withdrawn, ILL, Freegal, Rocket Languages

8. Financial statements and bill listings
  - A. Revenue/expenditure and Fund Balance report for June. Page 19. Gifts & Memorials (271-000-676.18). Added to New Business "B".
  - B. Invoice list: Andy Egan (Air conditioning). Acceptance of invoices: (Blood/Butler). Approval by board.
  - C. Desk income. Documents include entire fiscal year (July 2014 to June 2015). Total desk income for FY: 2015: \$23,678.27. Melissa indicated added description on logs has been included. Recommendations for overview. Wrap up of summer programs and other programs will be presented in the August meeting.
  - D. Credit card statement – No concerns
  - E. Petty Cash receipts – No concerns
  
9. Communications
  - A. Letter of Resignation: Annette Ashby. Annette Ashby submitted a letter of resignation, effective 24 July 2015. Accepted with regret by: (Butler/Embil). Approved by Board.
  - B. Appointment of Board Secretary. (Embil/Blood). Motion to appoint Joye Briggs as Secretary by Board (Embil/Blood). Approved by Board.
  
10. Old Business:
  - A. Fabius Township: Melissa provided a copy of the library services contract and a copy of the article. Melissa recommended that we adjust \$9,000 in budgetary losses. Return to the flat rate of \$56,000. After discussion, the Board recommends the following changes.

A motion to reject the proposed contract provided by Fabius Township (Blood/Embil). Roll call requested by Sarah: Yes (to reject the proposal): Blood, Rothman, Butler, Embil, and Briggs. No dissents.

A motion to present a library services contract counter-offer to Fabius Township. (Embil/Blood). Roll call requested by Sarah: Motion to accept and present this offer: Yes (to accept and present the offer) Blood, Butler, Rothman, Embil, Briggs. No dissents.

Requested that Joye e-mail to Melissa. Melissa will email the agreement to the Board. A copy of the letter approved by the Board of Trustees is attached to the Minutes.
  - B. City Lease Negotiation (changed from Board member). Sarah contacted the attorney. The City of Three Rivers does not want to extend the lease agreement with the Library Board for the continued usage of the library building.

The Board requests that the President of the Library draft a letter regarding the City's intentions as a response to the letter from the City Manager. (Butler/Blood). Approved by Board.
  - C. Board Educational Materials – Online board education. Tabled until August meeting
  - D. Landscaping - Tabled by Board until the August meeting. Joe suggested that the weeds in parking lot be sprayed once a month.

11. New Business
  - A. Out of service area fee – Increase rates to \$50.00 (single + 1) per year or \$75.00 per household (Blood/Rothman). Approved by Board for August 1, 2015 implementation.
  - B. Flickinger Estate - Melissa notified us that a check for \$19,096.15 from the estate was received.
  - C. Library Roof Repair – request from city. Sarah will submit a letter to the City of Three Rivers reminding the City's of their responsibility to repair.
  - D. OMA Workshop - Melissa McPherson will work with Melissa Bliss on Board Trainings for Open Meetings Act.

12. Reports
  - A. Directors Report – Summer Reading and Staff Evaluations. Programs every week are being conducted.
  - B. Summer Reading – is progressing

Melissa is going on vacation August 3 through 7, 2015. Board approved vacation (Briggs/Blood).

13. Comments - None

14. Adjournment of the meeting approved by Blood/Rothman at 8:10 p.m.

Respectfully Submitted,

Joye Briggs  
Library Board Secretary

Attachment: Revised contract between Fabius Township and Three Rivers Public Library