

Three Rivers Public Library
920 W Michigan Avenue
Three Rivers, MI 49093
Minutes of the Three Rivers Public Library Board
August 25, 2015

1. **Call to Order**

The Meeting was called to order Library Board President Sarah Embil at approximately 6:03 p.m.

2. **Roll Call**

Present: Sarah Embil, Joye Briggs, Myrtle Butler, Cindy Fenwick, Theresa Rothman.

For the Library: Library Director, Melissa McPherson

Absent: Mary Ann Blood, Joe Nowicki

3. **Introduction of Visitors**

Peter Skornia (Bazzani Building Group), City of Three Rivers Mayor Tom Lowry, Three Rivers City Manager Joe Bippus, Rob Vander Giessen-Rietsma (CINO – Culture Is Not Optional), Mary and Gene Vanderaa, Kim Talbot, Tina Mong, and TR Commercial News Editor: Elena Hines.

4. **Public Portion**

Due to time constraints, Sarah requested that each speaker would be allotted 20 minutes for each presentation and 20 minutes afterwards for discussion.

Presenter - Rob Vander Giessen-Rietsma, Director of CINO. Rob presented a proposal of the White House Building as a new location for the Three Rivers Public Library on the first two levels (with CINO as the property owner). CINO would then lease the top portion of the building as apartments. See attachments for proposal specifics, potential funding sources, and the pro-bono architect drawings. Additional questions on this proposal can be directed to Rob Vander Giessen-Rietsma. Cell phone (269)816-2140.

Presenter – Tom Lowry Three Rivers Mayor,
Tom Lowry, apologized for the delay in communication with the current Library Board. The move of the Library to the White House Building has been an idea of a very small group for several years. Recommends a new space with new options that would move the library downtown.

Presenter – Joe Bippus, Three Rivers City Manager
Joe feels that our Library Board has had many years where we have been focusing on survival, but is now at a stage where the Library could consider new options.

Presenter – Bazzani Building Company, Pete Skornia
Introduced their services for developing a feasibility study on the library move to the White House building.

Questions from board members (Briggs, Rothman, Butler and Embil) were addressed by the four speakers (Vander Giessen-Rietsma, Lowry, Bippus, and Skornia). A summary of the discussion can be found as an attachment to the Minutes.

Sarah made a motion to pursue a feasibility study with the City of Three Rivers and with Rob Vander Giessen-Rietsma of CINO in pursuance of the possible library relocation (Embil/Butler).
Approved by board.

5. **Additions/Deletions from the Agenda**

Additions: 10.D Old Business – Landscaping; 11 B – Vogel donation and 11C - Library Hours
No deletions

6. **Approval of the Minutes of the Library Board meeting for July 2015**

Motion to approve with corrections (Embil, Butler)

7. **Review of Circulation Statistics**

No concerns

8. **Financial Statements and bill listings**

- a. Revenue/expenditure and Fund Balance report for August 2015 (pages 17-19) notice of Penal Fines. First month of fiscal year we received library penal fines higher than anticipated.

Medical Insurance – Sarah asked about 16% for medical insurance, due to billing of premiums.

Books and E-books – invoice list – blanket POs (Per Melissa)

Contractual services at 37% of budget, on page 18, four lines down. Melissa will check whether this is due to the payout of old cleaning contract and will notify us next month.

- b. Invoice List – Moved to accept (Rothman/Butler). Motion carried.

9. **Communications.**

Two staff resignations: Letter from Desiree Conklin, Young Adult Services Librarian, and Karen Hay Desk Clerk.

10. **Old business**

- a. Library building – See Item 3 Visitor Portion

- b. Board education opportunities – Free Library Trustee Training. Saturday, October 24th at the Comstock Library.

Online Trustee Academy Course. Series of 5 courses could be done as board members have time. Sarah asked Melissa to make arrangements. Cost to be covered by the library. A time period of 6 months to complete the training on the online class. Each course runs approx. 40 to 50 minutes. Moved to set up training (Rothman/Briggs) Board Approved.

- c. Fabius Township contract. The board discussed concerns with loss of status as a Class 4 library if we lose the Fabius Township population, and the loss of additional revenues from the State. Sarah recommended that we accept the contract proposed by Fabius Township. One error in their contract in paragraph 2. Misspelling of the word “One”. Motion to accept the contract as proposed by the formula of 100% of 3/10 mill taxable value – less 100% of penal fines allocated to the library (Embil/Butler). Role Call Vote

Requested by Embil: Rothman Accept, Briggs Accept with regret, Butler Accept with Regret, Embil accept with regret. Motion carried.

- d. Landscaping – allocated funds with circle brick round – recommendation to wait until September or October.

11. New Business

- a. Library Board President Communication with City – Pursuant to last meeting. Sarah sent request for documents dated July 30, hand delivered July 31st. A second letter, July 30, delivered July 31, regarding library roof. Letters have not received any response. A third letter dated July 3 and delivered July 31. Library has requested a meeting with City officials, they have provided no written response to the Library Board's requests.
- b. Mr. Vogel provided a \$6,000 donation to the library in response to the reduction in funds from Fabius Township. Photo in August 19, 2015 Three Rivers Commercial-News. Sarah feels that it would be appropriate that the Library thanks him for his donation. Motion by Sarah to give note of gratitude for a note to be sent to him.
- c. Proposal for reduction in library hours – discussed. Tabled for later discussion during next year's budget talks.

12. Reports

- a. Director's report – Jeff Yeager program, Three Rivers Back 2 School fair, Board Training at Comstock in October. Karen and Desiree will do booth for Back2School Fair.
- b. Summer Reading and Young Adult Reports – Tabled for September meeting.
- c. Melissa reports that an all staff meeting will be held on August 27 from 8pm to 9pm

13. Comments

Next Library Board Meeting: September 22, 2015 at 6:00 p.m.

Director evaluation forms – Sarah requested that committee be put together to develop a director evaluation form for our board to use. December is evaluation period.

14. Adjournment

Motion to adjourn (Butler/Rothman) at 8:20 p.m.

Respectfully Submitted: Joye Briggs, Library Board Secretary

Attachments: Discussion Summary of Presenters, and handouts from Rob Vander Giessen-Rietsma's presentation.