

**THREE RIVERS PUBLIC LIBRARY**  
**920 W. MICHIGAN AVENUE**  
**THREE RIVERS MI 49093**  
**MINUTES OF THREE RIVERS PUBLIC LIBRARY BOARD**  
September 22, 2015

1. **Call to Order** – The meeting was called to order by Board President Sarah Embil at 6:04 p.m.
2. **Roll Call**  
Present: Library Board members: Sarah Embil, Mary Anne Blood, Myrtle Butler, Joye Briggs, Teresa Rothman, Cindy Fenwick and new Fabius Township Representative, Brenda Potts.  
Library: Melissa McPherson.  
Absent: Joe Nowicki
3. **Introduction of Visitors**  
Visitors: Mary Vanderaa
4. **Public Portion**  
None
5. **Additions to and Deletions from the Agenda**  
Added: 9D. – St. Joe County Literacy Council  
Added: 9E – Feasibility Study  
Added: 10D – Roof  
Added: 11C – Board Goals  
Added: 11D – Library Board Evaluation
6. **Approval of the Minutes of Library Board meeting of August 25, 2015**  
Approved (Butler/Rothman)
7. **Review of Circulation Statistics**  
A Circulation statistics August 2015  
B Reference statistics August 2015  
C New items added and items withdrawn, ILL, Freegal, Rocket Languages August 2015  
No concerns raised on circulation statistics
8. **Financial statements and bill listings**  
A Revenue/expenditure and Fund Balance report for August 2015:  
Melissa provided clarification on usage of Fund 271 – Library Operations Fund: 271-790-936.00 Contractual Services. No other concerns. Motion to accept (Blood/Rothman)  
Approved by Board.  
B Invoice list 8/15/2015 – 9/15/2015  
C Desk income August 2015  
D Credit card statement: 8/15/2015  
E Petty cash receipts August 2015  
No concerns raised on expenditures.
9. **Communications**  
A Signed Fabius Township Contract. A copy of the signed contract was provided to the Board.

- B Application for a Library Board position. Application was received and submitted to City Clerk. No openings at this time. Application will be kept on file for review when a future opening becomes available.
- C Three Rivers Area Community Foundation- Three Rivers Library Endowment Fund. Questions raised on who determines the allocation of the funds. The funds are not considered part of our assets. The money can be allocated by TRACF to whom they choose. Melissa will find out more concerning this issue.
- D St. Joe County Literacy Council – The council has requested usage of the Library Board Room for a book sale. Concern whether this request is in conflict with the library policy. Motion: Approve usage of the room, provided it does not conflict with policy for meeting room (Blood/Embil). Approved by Board.

#### 10. Old business

- A Library Lease with city. Myrtle Butler and Sarah met with Pete Skornia of Bazzani and Rob Vander Giessen-Rietsema of CINO, with a focus on working together on the proposed new library location. Sarah requested that a subcommittee be formed to work on the proposed location. Motion made to have Myrtle and Sarah on the subcommittee (Briggs/Blood) Approved by Board.  
Board to submit listing of concerns about the move to Melissa by 9/28.  
A FOIA request for documents on the original lease has been submitted to Joe Bippus, City Manager. No written response received.
- B Board education opportunities –Trustee Training in Comstock on Saturday, October 24. A city board training will be offered in the near future (TBA) on Open Meetings Act. Online Trustee Training is available for board members. Written information on Parliamentary Procedures, Tools for Trustees (from Library Patron to Library Trustee) were provided to Board. – Pages 84-88 of September Packet.
- C Landscaping – Bids received from Mayer Builders, Seven Blades, and Quality Lawn & Landscaping. A question was raised on obtaining additional bids for the area northwest of the library (staff entrance area) and replacement of trees. Motion to obtain additional bids (Blood/Butler) Board approved.  
Irrigation - Melissa will check with Sanderson Dehaan Irrigation. Motion to complete irrigation improvement and authorization for Melissa to select a contractor with a 2,000 bid cap, (Blood/Rothman) Board approved.
- D. New Roof Replacement. Sarah noted that the library lease specifies that the City will pay for the roof replacement. No response by City Manager on 7/31/2015 written request. Sarah spoke with Mayor Tom Lowry concerning this issue. A question was raised on the severity of the roof and to have an inspection. Joye will check with her husband (a contractor) for recommendations for flat roof repair contractors.

#### 11. New Business

- A Overdrive- funding, changes, and catalog records. Melissa provided information on a change that will require patrons to go directly to Overdrive as a cost and staff time savings measure. We will also put some of our ebook funds toward a Coop group purchase committee. Motion Made – (Briggs/Embil) Approved by Board.
- B Standards for Incident reports. Using the sample format submitted to board, Melissa will provide incident reports to the Library Board as incidents arise.
- C Board Goals. Sarah is requesting that Board work on various goals for the year. The first will be time management of the meetings. Sarah requests that Board read through packet prior to meeting.
- D. Employee Evaluation form, for Library Director. A form was given for evaluation by Sarah. Sarah is requesting that the library board members submit completed evaluations to her, in a sealed envelope. Envelopes should be dropped off at the library to her mailbox. Sarah and Joe will review the completed evaluations.

Sarah also requested that a subcommittee be formed, to determine a new appraisal form for the subsequent evaluation. Joye Briggs and Brenda Potts volunteered to serve. Motion for subcommittee with those individuals (Blood/Embil) Approved by board.

12. **Director's report.**

A. Melissa provided information on the Jeff Yeager program, which was well received.

B. Summer Reading Programs.

Melissa reported that plans are being made to provide additional programs in the future, including Author, Theresa Irish, A Thousand Letters home. (November 5) Melissa also provided completed Library Policy Manuals and a Calendar of important issues to review by the Board. She also reported that the One Book/One County program through St Joseph Library Cooperative will be held at the Riviera Theatre in Three Rivers.

13. Comments – *Next Meeting October 27, 2015*

14. Adjournment at 7:50 (Blood/Briggs) Board approved.

Respectfully Submitted,

Joye Briggs, Library Board Secretary