

**Meeting Minutes  
Library Board Meeting  
Three Rivers, Michigan  
October 27, 2015**

1. **Call to Order**  
The meeting was called to order by Library Board President, Sarah Embil at 6:00
2. **Roll Call**  
Board Members present: Sarah Embil, Myrtle Butler, Joye Briggs, Brenda Potts, Cindy Fenwick, and Mary Ann Blood  
For the Library: Melissa McPherson  
Members absent and excused: Joe Nowicki, Theresa Rothman
3. **Introduction of Visitors:**  
Visitors: City Manager: Joe Bippus, Mary Vanderaa,
4. **Public Portion** -  
None
5. **Additions to and Deletions from the Agenda**  
Additions: 6A – Add Minutes of the Special Meeting of October 15, 2015 (pages 6 & 6a)  
Packet Addition Pages 59A&59B  
Additions: 12A – Director Reports – Pages 54, 54A, 54B
6. **Approval of the Minutes of Library Board meeting of September 22, 2015** (pages 3-5)  
Changes: 8B – accepted invoices  
9B –Change to "Application was Received"  
10A - add: towards feasibility study,  
10B – strike – from library patron to library Trustee  
10:C - Motion to approve \$4,000 cap. Irrigation \$2,000 bid  
11D – Joe Bippus – sealed envelope by 10/19.  
Blood made motion to approve with corrections. Butler seconded. Motion carried.
- 6A. **Approval of Special Minutes from 10/15/2015 meeting.**  
Changes: Code of City. Strike out ordinance, concerning the additional non-voting members to the library board.  
Addition of October 6, 2015 to first reading  
An updated copy of the ordinance was presented, which reflected a correction in references to the City Charter  
Page 2. change resolution in both paragraphs to written statement.  
Briggs made motion to approve with corrections. Blood Seconded. Motion Carried
7. **Review of Circulation Statistics**  
7A Circulation statistics September 2015  
7B Reference statistics September 2015  
7C New items added and items withdrawn, ILL, Freegal, Rocket Languages September 2015  
No concerns

8. **Financial statements and bill listings**

8A Revenue/expenditure and Fund Balance report for September 2015 – Library Penal fines up 30% over increased budgeted.

Gifts and Memorials – Increase to gifts and memorials category due to Vogel Donation.

8B Invoice list 9/15/2015 – 10/15/2015 – Expenditures p 17. Overtime wages and Leave Earnings. – McPherson will review on this.

Books/E-Books/DVDs – at 75% - due to blanket purchase orders. No other concerns  
Invoice List Page 19. One Book/One County – TR Library paid & will be reimbursed  
Billing will be issued by the City Finance Director.

5/3 Bank credit card – waste management – McPherson will check on Recycling Container Expenditure

UPS Container Page 39. Returned item. Possible Inter-library Loan. McPherson to check into this item.

Motion to accept by Blood. Seconded by Potts to accept invoice list. Motion carried.

8C Desk income September 2015 – no concerns

8D Credit card statement: 9/15/2015 – no concerns

8E Petty cash receipts September 2015 – Young Adult Library Fees – Paid in July/August.

Fees that are due, money paid for previous youth librarian's membership fee. McPherson will check to see if these can be recouped with the new youth librarian.

No other concerns

9. **Communications**

No communications

10. **Old business**

10A **Board Education opportunities**- United for Libraries – Pages 43 & 44. Requested "The Voice" – electronic versions can be accessed online. It was requested that online access information be included in the next meeting's packet.

City Training – Thursday. McPherson, Briggs, Embil and Blood attended training  
Comstock Library Training – Saturday. McPherson, Briggs and Embil attended training. Recommendations made to dispense one topic/paper per month of training information, and include in the Library Board packets each month.

10B **Landscaping** – proposal for spring work – Estimates provided from 3 contractors. The board tabled to November meeting to obtain more estimate information regarding specific library ground locations.

10C **Library Lease with City** – No action

10D **Roof** - pages 51-54a&b. Estimate on the scope of work to be done to the roof. Estimate from Hoekstra \$101,649.00 – Revised October 1. Maintenance Fee income and where money has been spent. Possible COA/City/Library to share cost. COA has been contacted by the City.

At 6pm Board members Briggs and Fenwick left the meeting. It was determined that a quorum remained so that the board meeting could continue. Potts was able to continue recording the meeting minutes.

10E **Feasibility Study**

Tour of Kentwood Library Branch in Grand Rapids Thurs. Oct. 29, at 10am. Video of library at Kentwood District Library website. Discussion of how to better use our library space. Our library has 19,000 sq. ft. and the proposed one has 27,000 sq. ft.

10F **Board Goals**

McPherson taking care of calendar. Limit meetings to one hour. Subgroup Director evaluation. More care should be taken on what to include on e-mails from Director

10G **Director Evaluation**

The evaluation was read to Director. Overall score was a 3 (meets expectations). Recommendation made to have an outside person come in to help with relations between Board/Director. McPherson getting some advice from Bridgman Library. Follow-up evaluation scheduled for January. All members need to bring to the next meeting, possible goals for Library director.

11. **New Business**

11A **New incident report form**

The motion was made by Embil and seconded by Butler to approve the new incident report form. Approved by board.

11B **Discussion on online free schools**. McPherson will get more info on resources for online schooling.

12 **Director's report**

Discussed tech difficulties. McPherson will contact ISD to keep them moving on this issue.

On November 5th, the Teresa K. Irish will be presented

Copier- need new one in the near future. McPherson will get cost.

13. **Comments** – *Next Meeting November 24, 2015*

14. **Adjournment**

There being no further business, it was motioned by Embil and seconded by Blood to adjourn the meeting at 8:03. Approved by board

Respectfully Submitted,

Joye Briggs, Library Board Secretary and Brenda Potts, Library Board Trustee