

**Amended Meeting Minutes
Library Board Meeting
Three Rivers, Michigan
November 24, 2015**

Note: additions are underlined. Text Removed is in ~~strikeout~~.

1. **Call to Order**

The meeting was called to order by Library Board President, Sarah Embil at 6:00 p.m.

2. **Roll Call**

Board Members present: Sarah Embil, Joe Nowicki, Theresa Rothman, Joye Briggs, Brenda Potts, Cindy Fenwick, and Mary Ann Blood

For the Library: Melissa McPherson

Members absent and excused: Myrtle Butler

3. **Introduction of Visitors**

Visitors: Fire Chief Carl Holcomb, Mary Vanderaa, *Three Rivers Commercial-News* Editor: Elena Hines

4. **Public Portion**

None

5. **Additions to and Deletions from the Agenda**

6A Approval of Special Minutes from 10/15/2015 meeting

11E New Business Request for Historical Timeline

6. **Approval of the Minutes of Library Board meeting of October 27, 2015**

The motion to approve the October 27, 2015 minutes was made by Blood and seconded by Potts. Motion Carried

6A. **Approval of Special Minutes from 10/15/2015 meeting.**

The motion to approve the November 6, 2015 Special Meeting minutes was made by Blood and seconded by Rothman. Motion Carried.

7. **Review of Circulation Statistics**

7A Circulation statistics October 2015

7B Reference statistics October 2015

7C New items added and items withdrawn, ILL, Freegal, Rocket Languages September 2015

No concerns

8. **Financial statements and bill listings**

8A **Financial Statements and Bill Listings** – Fund balance is it put into a CD? Yes. It is being invested. McPherson will check on additional information on the diversity of investments and how they are invested.

Concern about overtime wages was raised. Overtime wages are not needed to be adjusted at this time, but may be at the future.

Discussion tabled to January 2016 meeting

8B Invoice list -

No questions or concerns

A motion was made by Briggs to accept the invoices as listed and seconded by Blood.
Accepted by board.

8C Desk income

October 2015 – no concerns

8D Credit card statement:

Statement date 10/15/2015 – no concerns

8E Petty cash receipts

October 2015 – no concerns

9. Communications

No communications

10. Old business

10A Library Lease with the city. – tabled until December 2015 meeting

10B Library Roof

Bid provided from Hoekstra Roofing. Roof leaks due to heavy rains or melting snow. Roof is divided into three sections: North/Middle/South Sections. Fire Chief Holcomb mentioned that fire crews with a ladder truck are sent to clean up drains when there are heavy rains or melting snow. Since late June/Early August, we have not had any problems due to regular maintenance. Moisture and water is going to seep through cracks. Cracks in the membranes on the on north and south sections. The middle section of the roof (lowest part) was repaired last year. That area of the roof had more cracks and was repaired in an emergency action. When they re-did those drains, a screen was put in. Roof is upwards of 16-18 years old. Duralast only designed to least 15 years and has run its' lifespan on these two sections.

Discussion was made about redesign of roof. Holcomb is talking with former Chief Tomlinson, as the existing roof is of poor design. Roof needs to be redesigned/restructured. To change structure, the cost could be upwards of \$225,000 (labor and materials for restructuring of the roof, steel structure, to bring the roof up to a level roof, but does not include costs for the membrane). Brussee Brady has worked on similar roofs. Discussion made on fixing the membrane vs. redoing the entire roof. Duralast roof.

Question raised on whether the city would entertain transfer of ownership to the Library. What would the city be willing to give us, in terms of the lease in return for sharing the cost of the roof. Duration of the lease and guarantee and no increase on lease terms the amount charged in the lease and the duration of the lease. Letter directed to the City Manager. Wording that we will make a decision on the cost sharing upon a response from the City. Lease duration for 15 years, based upon the life expectancy of the new roof. ~~The board is requesting that Melissa submit a letter to the city.~~

The Board is requesting Library Director McPherson to submit a letter to the City concerning either the possibility of a transfer of ownership of the building or a change in the lease agreement.

Presently, the City is proposing that cost of roofing is shared equally between the library, City and Commission on Aging. During discussion, it was noted our lease does not require us to share in this proposal. A request for a copy of COA's lease was also made.

~~we share 1/3 Commission on Aging, City of Three Rivers and Library. We do not have an obligation to fix the roof. The lease is up 8/2/2016. If we are to share the cost of the roof, McPherson will make inquiries with the city. Obtain a copy of the COA lease with the City. Make inquiries on City regarding where they stand on proposed transfer of ownership of the building, or lease terms if we do the roof. No change in lease amount. The board is tabling this discussion, pending a written response from the City.~~

Discussion on roof tabled to December meeting, pending more information.

10C Landscaping

proposal for spring work – Pages 39-44. Bids to specify area for landscaping on the grounds. Recommendation for boulder landscaping. A motion was made by Blood and seconded by Rothman to accept 7 Blades' bid for east landscape and northwest corner of the Building – Motion Carried.

~~10C Library Lease with City~~

~~No action pending response from City~~

10D Feasibility Study

The design was reviewed by the Board

10E Director Evaluation

Goals – Need to focus on performance objectives
Communication - weekly e-mails are nice.
Goals should be written in measurable objectives.
Director Responsibilities. Board responsibilities.
Re-evaluate goals in February 2016.

10F Board Goals

Tabled

11. New Business

11A. Fabius Township Contract.

Library is currently Class 4 Status, when including Fabius Township. Removing Fabius township from service area would change us to Class 3. Table to December 2016 meeting for renewal of contract.

11B Wireless Equipment/Firewall Equipment

Wireless Equipment - Possible e-rate funding. McPherson has worked with ISD on \$1,900. Current quote at \$1,900 with an Incentive Discount. Submitted new quote. 5% discount if we order by the end of the month.

A motion was made by Blood and seconded by Rothman to approve wireless upgrade – with Global Technologies for up to \$1,900. Motion approved.

Firewall Equipment - A motion was made by Blood and seconded by Potts for a Firewall Upgrade with Sehi Computer Products for up to \$3,500. Motion Approved.

11C Snow Plow Contract

Bids reviewed. A motion was made by Blood and seconded by Potts approve First Impressions for snow plowing with stipulation that contract can be voided with no penalty for non-compliance. Motion approved.

11D Changes to policy Manual

Tabled to next meeting. ~~Meetings to bring up to date state laws. OMA. Need to update library policy.~~

~~Changes to Policy Policy D. 2. Change to written or e-mail notification to board members. Director E-mail updates — questions at board meetings policy of adopting e-mails into next month's board packets. Director communication regarding City Commission Board meetings.~~

11E Timelines – A video on the library is being prepared by a volunteer who requests timeline information. Melissa will scan documents.

12. Director Communication

Melissa submitted letter with communications to the Board.

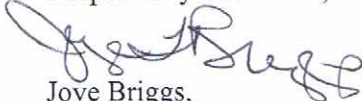
13. Comments

The next library board meeting: Tuesday, December 15, 2015, at 6:00 p.m.

14. Adjournment

As all issues were either discussed or tabled, a motion was made by Rothman and seconded by Potts to adjourn the meeting at 8:02 p.m. Motion approved.

Respectfully Submitted,



Joye Briggs,
Library Board Secretary