

**Amended Meeting Minutes
Library Board Meeting
Three Rivers, Michigan
December 15, 2015**

1. **Call to Order**

The meeting was called to order by: Library Board Vice President Mary Ann Blood at approximately 6:00 p.m.

2. **Roll Call**

Board Members present: Mary Ann Blood, Brenda Potts, Teresa Rothman, Joe Nowicki, Myrtle Butler, Joye Briggs

For the Library: Melissa McPherson

Members absent and excused: Cindy Fenwick, Sarah Embil.

3. **Introduction of Visitors**

Cymantha Channey-White, Marilyn Schlimgen, Mary Vanderaa, Francis Riegel.

4. **Public Portion**

Cymantha White of Park Township shared an idea of a localized satellite library as a mobile library. Cymantha has spoken with the director of Community Outreach. The library board asked for a draft agreement, with the stipulation that she can get a vehicle and the library can supply the books for the mobile library. If a grant or donation can be made available, a question still pending is the responsibility for maintenance of the vehicle.

Marilyn Schlimgen from Fabius Township, wants to become involved and saw that the Fabius Township was not supportive of the library. She voiced her support of Fabius Township supporting the library.

Fran Riegel from Fabius Township, is not in support of the move of the library building to the proposed downtown location. She raised concerns about the corner traffic congestion at the intersection of W Michigan and Main Street, with left hand turns and the parking lot. She feels that the parking at the current location of the library is wonderful. Grounds at current location need improvement. Other concerns about the proposed location: remodeling. Walk to the current library is safe.

Cymantha White added, why not consider building up on the existing structure?

Lockport Board Representative Nowicki brought up the presentation from the Nottawa Library at the Lockport Township meeting. Several participants from his township have stated that if this (Three Rivers) library moves downtown, people from his township will be utilizing the Nottawa Library.

No further comments raised during the public portion.

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

Deletions: 10C Fabius Township

Additions: 10A – Response from City Manager Joe Bippus

6. **Approval of the Minutes of Library Board meeting of November 24, 2015**

November meeting minutes: library roof, wording was confusing on bottom of Page 4.

Other change, page 5 continuation of roof, first sentence added.

A motion was made by Potts and seconded by Rothman to accept the November 2015 meeting minutes with corrections. Board approved.

7. **Review of Circulation Statistics**

- 7A Circulation Statistics November 2015 – circulation is down at this time.
 - 7B Reference statistics November 2015 – no concerns
 - 7C New items added and items withdrawn ILL, Freegal Rocket Languages November 2015
- No other concerns raised.

8. **Financial statements and bill listings**

- 8A Revenue/expenditure and Fund Balance report for November 2015
- 8B Invoice list 11/15/2015 – 12/15/2015
- 8C Desk income November 2015
- 8D Credit Card statement: 11/15/2015
- 8E Petty cash receipts November 2015

Comment on \$390.00 for programming. Lowry Books gift cards.

A motion *was made* by Butler and seconded by Potts to ~~approve~~ *accept* the November ~~financial statements~~ *invoice listing*. Board approved.

Discussion on investments raised. Where is money invested? After discussion, the board is requesting a listing of investments to be provided by the City finance director to the library board, Library Director McPherson will check on this.

8A – change wording from approved to Accept

Change wording from financial statements to invoice list

9. **Communications**

- 9A No business

10. **Old business**

- 10A Library Lease with City
- 10B Roof

As discussion related to both issues, they are grouped as one discussion on the Minutes.

The Library Board received a response from the City Manager concerning the extension of the lease in exchange for the roof repairs, and the letter was read at the meeting. The City is unwilling to entertain the motion of extending the lease on the existing structure. A copy of the response from the City Manager is attached to the minutes.

Mary Vanderaa commented that we should move on the roof repairs and not wait.

Discussion was raised that should the move to a new building occur, the prorated cost of the roof repairs with a reimbursement should be based time at current location. Further discussion will be tabled until we have a full board. It was moved by Rothman and seconded by Potts, to table a response to the City until the January 2016 meeting.

~~10C Fabius Township Contract~~

10D Feasibility Study

The response back from Bazani Group included discussion points from the field trip to various libraries and other meetings with Bazani. A comment was raised should we

consider changes to the existing structure? Discussion was raised by the board whether we should consider a parallel feasibility study? Options included whether to consider an online response form or a feasibility study about the current structure and improvements. Melissa – Any questions to include in the survey by January 3, 2016 to Melissa by e-mail or in her inbox.

11. **New Business**

11A Holiday closure for 2016

A question was raised about closing on Sundays prior to a Monday holiday. McPherson stated there have been no complaints by patrons on this issue. It was moved by Briggs and seconded by Potts to accept the changes with the addition of 3/27/32016 (Easter Sunday closure) – Approved by board.

11B 2016 Board meeting dates

It was noted that the December 2016 meeting should be changed to December 20 (third Tuesday) instead of December 27. It was moved by Rothman and seconded by Butler to approve the revised meeting dates. Approved by board.

11C TIFA information –

The concern was raised about the money being diverted by DDAs, and to ensure that library funding is not moved. It was recommended that all board members read up on this issue.

11D ALSC grant award to Caryn Wilson

A congratulations card for Caryn Wilson was signed by the board. Melissa recommends that we approve the \$600 grant on her behalf. A motion was made by Blood and seconded by Potts to receive the grant. Motion approved by board.

11E Library goals – work to get started

12. **Reports**

12A Director's report

Children's Library report and Young Adult Librarian Report.

McPherson is meeting with the ISD about additional wiring for computers and upgrading technology.

Reports were also included from YA Librarian Liz Rasberry and Caryn Wilson Children's Librarian. Liz is working on meeting with the Middle School. A table with information was set up at the high school.

13. **Comments**

Joe Nowicki brought up St Joseph County Historical Society, new location due to increased, and that it was listed in the St Joseph County Historical Society newsletter that we are moving.

Comments – Next Meeting January 26, 2016.

Joye Briggs' new e-mail address is trlibraryjoye@gmail.com

14. **Adjournment**

As all issues were either discussed or tabled, a motion was made by Blood and seconded by Potts to adjourn the meeting at 7:25 p.m. Motion approved.

It was motioned by Briggs and seconded by Rothman to reopen the meeting, at 7:30 to discuss an item for the January meeting. It was decided that we will discuss community input on the proposed library move, and to submit a set of unofficial meeting minutes to Elena Hines, TR Commercial News Editor.

As there was no further information for discussion, it was moved by Potts and Seconded by Rothman to close the meeting at 7:34.

Respectfully Submitted,

Joye Briggs,
Library Board Secretary

Attachments: Response from City Manager Joe Bippus relating to the proposed library roof funding