

**Meeting Minutes
Library Board Meeting
Three Rivers, Michigan
January 26, 2016**

1. **Call to Order**

The meeting was called to order by library board president, Sarah Embil at 6 p.m.

2. **Roll Call**

Board Members present: Brenda Potts, Sarah Embil, Joye Briggs, Myrtle Butler, Mary Ann Blood, and Joe Nowicki

For the Library: Melissa McPherson

Members absent: Teresa Rothman (excused)

Cindy Fenwick arrived at approximately 6:05 p.m.

3. **Introduction of Visitors**

Mary Vanderaa

4. **Public Portion**

No comments were raised during the public portion.

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

11A – Additions: Page 51 (replacement)

11G – Page 65A – Additional Information SB 517

12A – Page 70A – January 22, e-mail update

Deletions: 11C Central Services Overhead (tabled to February meeting)

No further changes

6. **Approval of the Minutes of Library Board meeting December 15, 2015**

8A – Change wording from "approved" to "accept"

Change wording from "financial statements" to "invoice list"

A motion was made by Blood and Seconded by Butler to approve the amended meeting minutes. Board approved

7. **Review of Circulation Statistics**

7A Circulation Statistics December 2015 (pages 7 – 18)

7B Reference statistics December 2015

7C New items added and items withdrawn ILL, Freegal Rocket Languages December 2015

Discussion: Freegal – when will it be renewed? Cost is \$2,275, comes due in February. Director McPherson noted that due to Freegal, the library stopped the purchase of music CDs. The library staff has been promoting Freegal to the Young Adult participants. The Board recommends that the library staff determine if patrons will request music availability if Freegal is withdrawn.

A motion was made by Blood and seconded by Potts to discontinue the subscription to Freegal.

A comment made about Rocket Languages. McPherson is unsure whether the cost for Rocket languages will be affected by the discontinuance of Freegal. McPherson recommends that the Rocket Language program will be continued. The two software

packages (Freegal and Rocket Languages) are billed separately. McPherson will check with the Literacy Council and report back by e-mail update.
No other concerns raised.

8. **Financial statements and bill listings**

- 8A Revenue/expenditure and Fund Balance report for December 2015 (pages 19-21, Revenue and Expenditure Fund Balance Report).
Question raised about line item 271-790-720.00 Worker's Compensation. Seventy Nine (79%) of cost has been utilized. McPherson to check on the reason for the utilization.
- 8B Invoice list 12/15/2015 – 1/15/2016 – A motion to accept was made by Blood and seconded by Butler to accept the invoice listings for December. Board Approved.
- 8C Desk income December 2015
- 8D Credit Card statement: 12/15/2015
- 8E Petty cash receipts December 2015
No other concerns.

9. **Communications**

- 9A Notice of Public Hearing – R&H Machine Products IFE – It was noted that our funding may be affected by the tax exemption.

10. **Old business**

- 10A Library Lease with City

10B Roof

For Purposes of Discussion both 10A& B were grouped together. If forced to move, the board felt that the library's portion of the roof costs should be recouped on a prorated basis. The roof repair life was estimated for a fifteen-year period. It was noted there is a conflict between the November and December letters from City Manager. There is no record of notification of these responses given to the City Commission.

Discussion points: Future correspondence should be addressed to the City Commission, City Manager and Mayor.

Concerns are that if the library pays for 1/3 of the roof, will the library be reimbursed for the roof repair cost if the library moves to the proposed White House Building?

A motion was made by Embil and seconded by Butler to move into a closed session to discuss a proposed move to the White House Building and also to discuss legal options. Board approved. The Closed Session began at 6:34 p.m. and was reopened for the regular board meeting at 7:02 p.m.

It was moved by Embil and seconded by Blood to table the roof discussion until the February board meeting. A motion was made by Embil and seconded by Butler that the attorney would be contacted to discuss items within the closed session. Board approved.

- 10C Feasibility Study – DRAFT Library Survey –
Library Director McPherson presented a survey drafted by the library staff. A recommendation was made to change the following survey questions.
Question 3A. Do you wish to see the library move to the proposed down location at the White House Building (near the southwest corner of Michigan and Main St),
Yes No Comments.
Question 3B. Do you wish to see the library remain at the current location?
Yes, No Comments
Question 4. Should we make improvements to the existing library structure?
Yes No Comments

McPherson will input the changes into Survey Monkey and distribute to the board members by e-mail for evaluation. A one-week period will be allowed for responses. The survey will then be made available to patrons both in written and online formats.

- 10D Investments – McPherson reported that 79% percent was invested (\$581,294) mostly in CDs and Government Bonds. As we are part of the city, we are limited on the types of investments. The remainder is liquid cash, prepaid expenditures, and receivables; less liabilities. The average invest was 75-80% at any given time, because funds are needed for cash flow.

11. New Business

- 11A Budget – Personnel projections, Director's Salary. McPherson does not recommend new staffing. The additional funds for non-bargaining employees will be a 2.5% cost-of living increase. The bargained (union) employees will be automatically increased by contractual agreement.
It was moved by Briggs, and seconded by Potts to approve a 2.5% annual salary increase for the Young Adult and Children's Librarians, effective July 2016.

Director's Salary – the salary was capped at 50,000 in 2012 or 2013. Our current director was hired in September 2014 at \$48,967 and has not received a raise since her hire. A motion was made by Blood and seconded by Butler to increase the maximum cap on the library director's salary to 52,000. Board approved.

A motion was made by Embil and seconded by Butler to increase the library director's annual salary (effective July 2016) to \$50,440. Board approved.

- 11B Budget – Capital Item requests – a motion was made by Blood and seconded by Embil to approve the Capital item requests. Board approved.

~~11C Central Services Overhead~~ – deleted from Agenda

- 11D ERate consultant for 2016/2017 – McPherson reported a technology/change reimbursement. She was hired for the year, for the reimbursement for phone/and internet. She will also work with another library to learn the technology. Originally consultant was paid \$1,750 for recovery of costs. When can we expect reimbursement, little bit of a hiccup with needed document to consultant for reimbursement of phone/internet for the summer months. the cap was at 1,500 per item without board approval (3 items total).

- 11E Election of Board Officers
A motion was made by Potts and seconded by Butler to retain current Board members in current positions. Motion Board approved.

Officer positions for 2016 will remain as:
Sarah Embil, Library Board President;
Mary Ann Blood, Vice President,
Joye Briggs, Secretary.

Discussion on the time involved for preparing minutes was raised by Briggs. McPherson will check into having staff come to library board meetings to take minutes, and the Library Board Secretary will oversee the preparation and issuing of the minutes.

- 11F Policy overview and changes – Special Meetings, Library Cards, & Internet
Change to Item P Library Cards. Concerns about how it relates to CIPA and e-rate funding concerning computer usage by minors. A motion was made by Embil and seconded by Potts to accept changes to Item P library Cards and BB Library Internet Policy. Board approved.
Change to Item D2 – Special Meetings. (see attached notes for changes). A motion was made by Butler and seconded by Embil to make the changes. Board approved

11G SB517 Overview – Table to February (page 65).

12. Reports

- 12A Director's report – State Aid Report, library email updates, technology updates. Melissa reported to watch library website for updates. State aid report is included.

13. Comments

Comments – Next Meeting February 23, 2016

14. Adjournment

There being no further business, the motion to adjourn the meeting was made by Blood and Seconded by Potts. Board Approved and the meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Joye Briggs,
Library Board Secretary

/jlb