

MEETING OF THREE RIVERS PUBLIC LIBRARY BOARD
Three Rivers Public Library
920 W. Michigan Avenue
Three Rivers, MI 49093
March 22, 2016

1. Call to Order

The meeting was called to order by library board President Sarah Embil at 6 PM.

2. Roll Call

Board Members Present: Mary Ann Blood, Joye Briggs (left at 7 PM), Myrtle Butler, Sarah Embil, Cindy Fenwick, Joe Nowicki, Brenda Potts

Board Members Absent: Teresa Rothman (excused)

Library Staff: Melissa McPherson, Library Director; Caryn Wilson, Children's Librarian

3. Introduction of Visitors: Fran Stark, Mary VanDeraa, and Cathy Lawson, City of Three Rivers Finance Director

4. Citizen Comments: none

5. Additions To/Deletions From Agenda

Add: 10B-Roof

6. Approval of Minutes

Butler moved approval of the Library Board meeting minutes of January 26, 2016 and Blood seconded. Minutes from the January 26 closed session will be reviewed and approved in April.

It was noted that the February 23, 2016 Board meeting was cancelled due to lack of a quorum. Most agenda items were informational, with the exception of 8B (invoice list) which will be considered today, and 10C (draft library survey) and 11B (policy changes) which will be moved to the April meeting.

7. Review of Circulation Statistics

February 2016 statistics (circulation, reference statistics, additions/withdrawals, ILL, Freegal, Rocket Languages) were received for information.

8. Finances

The following February 2016 reports were received for information: revenue/expenditure, fund balance, desk income and petty cash.

A motion was made by Blood and seconded by Potts to approve the invoice list for 2/15/2016-3/15/2016.

After clarifying several expenditures, a motion was made by Blood and seconded by Briggs to approve the invoice list for 1/16/2016-2/11/16.

9. Communications

The City of Three Rivers announced a public hearing for consideration of a tax exemption request from Precision Wire Forms. Lawson clarified that there are two types of Industrial Facilities tax exemptions, and the type was not specified in the letter. It is thought that this request is for a personal property exemption. This was received for information.

11. New Business

A. 2016/2017 Budget

McPherson began the discussion of the proposed budget by explaining that \$27,000 had to be cut from the original budget proposal. Lawson explained that this is due to loss of revenue from the state's elimination of personal property tax. This was approved in 2013 through five different laws, and implementation began in 2014 with "small taxpayer" exemptions. The effect of the final implementation phase is now being felt in municipalities. Businesses pay into a state fund, from which municipalities are reimbursed a portion, but essentially the loss evident this year is permanent and will not improve. Lawson stated that the City of Three Rivers lost approximately \$1 million.

A motion was made by Blood and seconded by Biggs to approve the proposed budget. McPherson thanked Finance Director Cathy Lawson, Accounts Technician Deborah Haak, and other staff members for assistance in preparing the budget, and the Board expressed appreciation to McPherson for her work.

B. Central Services Overhead

All city departments pay Central Services Overhead. The allocation is based on departmental wages. Lawson explained that "Legal and Professional Fees" include the services of Mr. O'Malley, a labor attorney, and audit expenses. The portion paid for "City Manager" include human resource services. "Fringe Benefits and Other Services" include sick leave and unemployment expenses, while "Fringe Benefits" are specifically employee benefits such as health insurance.

C. Staff changes and Budget Cuts

Desk Clerk Amy Heivlin resigned due to an out-of-state move. McPherson proposed the elimination of the Library Page position, with the transfer of Deb Niemi to clerk. Embil noted that the Library Director has authority over staffing, so the Board received this for information. This change will also allow other staff members more flexibility to fill in during busy summer program days or for vacations.

McPherson explained that budget cuts were made by eliminating Freegal and the Baker and Taylor e-book platform, and by reducing the number of popular titles purchased through McNaughton. Cuts in other areas were based on a five year history of expenditures.

D. Summer Hours

McPherson proposed closing on Fridays at 6 PM, and the elimination of Sunday hours between Memorial Day and Labor Day. Potts spoke in favor of this, but suggested that perhaps the money saved could be allotted for a part time page in the future. A motion was made by Embil and seconded by Potts to implement the proposed change (June 3-Sept 4).

E. Library Board Resignations & New Board Applications

Teresa Rothman submitted her resignation to Embil. Mary Ann Blood verbally resigned at this time. A motion was made by Briggs and seconded by Embil to accept these resignations with regret.

Three applications were considered to fill these vacancies: Chris Butler, Fran Stark and Julie Keefer. Blood moved to recommend that the city appoint Fran Stark as a board member, and Potts seconded.

A motion was made by Embil to recommend that the city appoint Julie Keefer as a board member, and Blood seconded.

McPherson was asked to contact Chris Butler to express thanks for her willingness to serve, and to let her know that her application will be kept on file.

10. Old Business

A. Library Lease & B. Roof

A motion was made by Potts and seconded by Embil to go into closed session at 7:05 p.m. to discuss attorney/client communication with regard to the library lease and roof.

The meeting moved back to open session at 7:49 p.m. Butler moved and Blood seconded that a committee be formed to pursue the lease and lease options. Embil wishes to be on that committee and will accept other volunteers. When the committee work is complete, McPherson will request a meeting with the city manager and at least one, if not more, city commissioners.

A motion was made by Potts and seconded by Blood to engage in a title search of library occupied property.

12. Reports

The reports for the Director, the Children's Librarian and the Young Adult Librarian were received for information

13. Comments

There were no additional comments. The next meeting is scheduled for April 26, 2016, at which time policy changes and the library survey (from the February meeting) will be considered.

14. Adjournment

A motion was made by Blood and seconded by Embil to adjourn. The meeting was adjourned at 7:55 PM.

Respectfully submitted,



TRPL Children's Librarian