

# THREE RIVERS PUBLIC LIBRARY BOARD MEETING

## APRIL 26, 2016

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1. **Call to Order:** The meeting was called to order at 6:05 PM

2. **Roll Call**

Present: Joye Briggs, Myrtle Butler, Sarah Embil, Cindy Fenwick, Brenda Potts, Fran Stark, Melissa McPherson; Also Present: Caryn Wilson, Children's Librarian

Absent: Julie Keefer (excused) and Joe Nowicki (excused)

3. **Introduction of Visitors:** Mary Van Deraa and Kim Talbot

4. **Public Comments:** None

5. **Approval of Agenda**

Embil noted that the agenda format that has been used to date is sometimes confusing, with old and new business that overlaps. She requested approval of a change to the agenda format, similar to that used by the City Commission, in order to streamline it. A motion was made by Briggs and seconded by Stark. Motion carried.

A motion was then made by Stark and seconded by Briggs to approve the agenda with following additions (motion carried):

- 6-C Corrected minutes of the March 22, 2016 closed session
- 9-B TR Commercial article
- 9-C Notice of Public Hearing
- 10-J Election of a vice president and review of term expiration dates
- 10-K Line item change separated from 8-A and moved here
- 10-L Director Communication
- Info March 28 memo from Embil to Melissa Bliss

6. **Approval of Minutes**

- A. A motion was made by Briggs and seconded by Embil to approve the minutes of the closed session held during the regular meeting on January 26, 2016. Motion carried.
- B. A motion was made by Butler and seconded by Embil to approve the minutes of the regular March 22, 2016 Library Board meeting. Motion carried.
- C. A motion was made by Potts and seconded by Butler to approve the corrected version of the minutes of the closed session held during the regular meeting on March 22, 2016. Motion carried.

7. **Review of Monthly/Yearly Statistics**

The following reports were received for information:

- A. Circulation statistics March 2016
- B. Reference statistics March 2016
- C. New items added, items withdrawn, ILL, Rocket Languages (March 2016)

## 8. Financial Statements and Bill Listings

The following items were received for information:

- A. Revenue/Expenditure and Fund Balance Report for March 2016
- B. Invoice List (March 15 – April 15, 2016) Invoices ACCEPTED (Stark/Briggs)
- C. Desk Income (March 2016)
- D. Credit Card Statements (March 15, 2016)
- E. Petty Cash Receipts (March 2016)

There was a question as to why receipts that back up the listings need to be included in the agenda packet since they are available at the library and at city hall. Embil explained that board members in the past had requested them for ease of review prior to the meeting.

## 9. Communications

### A. Bill to Fabius Township

This was received for information, but the matter of a due date for payment was discussed. It was thought that it coincides with Fabius' fiscal year.

### B. April 21 TR Commercial Article

Briggs explained her thoughts about the Three Rivers Commercial News article that summarized the April 19 City Commission meeting. The article implies that the focus of the board should be to align itself with the city, while she believes the board should be acting on behalf of its patrons. She questioned whether this implication was a general one, for all boards, or whether it was meant specifically for the Library Board. This alignment should not be required, since duties of trustees differ from City Commission responsibilities.

Embil also felt that the article suggested that the tension between the city and the library is the library's fault. Tension began nine months ago, when the city informed the library that there was no guarantee that its lease would be renewed. A location feasibility study was done, but the Library Board never received a copy, nor was there any communication with the Library Board about the final decision. The Library Board offered an alternative plan for the roof and lease, but it was rejected. It was noted that the Library Director requests updates from City Manager Bippus before each meeting, and the response is always the same.

Embil explained that the Library Board approved in January that all communication from the Library Board go to the mayor and commission, but communications are not going beyond Bippus.

Various means of solving this problem were discussed. One was to request an open meeting between the Library Board and City Commissioners to address specific questions, since the lease ends in August. Another suggestion was to invite the public, as well as the commissioners, with no specific agenda other than to discuss how communication and working relationships could be enhanced.

A motion was made by Embil and seconded by Stark to appoint Stark to attend the May 3 City Commission meeting, speaking on behalf of the board, to extend an invitation to the commission and the public to a meeting on Wednesday, May 18 at the library at 6:30 PM to discuss the matter of enhancing communication and improving relationships. Motion carried.

### C. Notice of Public Hearing regarding the Industrial Facilities Tax for W.E. Slitt Company: received

for information.

## 10. Business

- A. **Library Lease:** A title search confirmed that the city owns the building and there are no restrictions on its use or purpose. That document is on file at the library. Waiting on City to reschedule meeting with City Manager Joe Bippus and Mayor Tom Lowry to discuss current building Lease.
- B. **Roof:** No new information. Waiting on City to reschedule meeting with City Manager Joe Bippus and Mayor Tom Lowry to discuss Library roof.
- C. **Landscaping:** Installation of the remainder of the sprinkler system and landscaping are scheduled, and a contract is being negotiated for a person to maintain the library garden (within the previously budgeted amount).
- D. **Incident Report:** Stark indicated that the matter of inappropriate patron behavior at the library was handled well by library staff.
- E. **Closing:** The board agreed that Saturday, June 4 was the best time to close the library for carpet cleaning and thorough cleaning of the public restrooms before the busy summer season starts. Staff training will also be held from 9 AM – Noon.
- F. **Survey:** A motion was made by Potts and seconded by Briggs to move forward with the library survey that was previously developed. It will be online, but paper copies will be available also. It should be noted in the Library News.
- G. **Policy Review:** A motion was made by Potts and seconded by Butler to modify the Food and Drink policy, as well as the Meeting Room policy, to allow food and non-alcoholic beverages in designated areas. Motion carried. A motion was made by Stark and seconded by Embil to modify the Library Code of Conduct as presented in the agenda packet. It was recommended that the code be posted in various locations.
- H. **Rugs:** The foyer rugs smell when it is damp outside. McPherson is investigating options for replacement.
- I. **Library Tote Bags:** One design was reviewed, but it seemed to be a flat bag, when one with depth would be better. Research on this will continue.
- J. **Election of Vice President and Term Expiration Dates:** Butler nominated Stark for vice president, and Briggs seconded the motion. Motion carried. It was noted that Keefer and Stark are fulfilling Blood and Rothman terms.

**K. Line Item Change:** A motion was made by Potts and seconded by Briggs to transfer \$694.45 from programming line item #271-790.740.20 to balance line Overtime Wages #271.790-705.00 and Leave Earnings. Motion carried.

**L. Director Communication:**

**Embil:** Were you aware prior to the City Commission meeting on April 19, 2016, that the City had asked the prospective Library Board appointments to come to the City Commission meeting to be interviewed, and were you aware of the City's plans to change their procedure of Board appointments?

**McPherson:** Yes.

**Embil:** Did you notify the Library Board members?

**McPherson:** No, and I apologize.

**Embil:** Post-City Commission meeting, did you notify Library Board members of the City Commission's activities as it relates to the Library?

**McPherson:** I e-mailed that they were approved.

**Embil:** You notified Library Board members that they were appointed, but no other details regarding that meeting, correct?

**McPherson:** Yes.

**Embil:** You were negligent in your duty to the Library Board without reasonable cause.

Embil indicated that the information above would be placed on file with the city. It was noted that McPherson had the right to a closed session if there was to be discussion. McPherson apologized again, and there were no further comments. Stark inquired how the board is notified. Embil explained that the board previously approved a motion that any library-related comments or activities from City Commission meetings were to be reported by e-mail to Library Board members within 48 hours.

**11. Reports:** The following were received for information:

- A. Director's Report
- B. Staff Duties (desk clerks summary shows the many and varied duties)

**12. Comments**

A question was raised whether the board would support the re-formation of a Friends of the Library group, and the answer was yes. Other libraries have very active groups that help in many ways. It was also noted that TRPL was once again accepting donations. Items that do not go into the collection are placed on the sales shelf.

The next meeting is May 24, 2016.

**13. Adjournment:** The meeting was adjourned at 8:00 PM