

MEETING OF THE THREE RIVERS PUBLIC LIBRARYBOARD

Three Rivers Public Library

920 West Michigan Avenue

Three Rivers, MI 49093

May 24, 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: Joye Briggs, Myrtle Butler, Sarah Embil, Cindy Fenwick, Julie Keefer, Joe Nowicki, Brenda Potts and Fran Stark

Library Staff: Melissa McPherson, Library Director; Caryn Wilson, Children's Librarian, Liz Raspberry, Young Adult Librarian

Others Present: Cathy Lawson, Finance Director

3. Introduction of Visitors: Mary VanDeraa

4. Citizen Comments: none

5. Approval of Agenda

Additions:

9B Thank-you note to Caryn

9C TR Area Foundation financial statement

10A Page 45 Replacement (lease agreement)

A motion was made by Butler and seconded by Potts to approve the agenda as modified.

6. Approval of Minutes

A motion was made by Potts and seconded by Briggs to approve the minutes of the April 26, 2016 meeting.

7. Circulation Statistics

April circulation statistics (circulation, reference, additions/withdrawals, etc.) were received for information.

8. Finances

The following April reports were received for information: revenue/expenditures, fund balance, desk income, petty cash and credit card statements. Lawson was asked to review the ramifications of the elimination of personal property tax.

A motion was made by Stark and seconded by Briggs to approve the invoice List (4/15/2016 – 5/15/2016).

9. Communications

Library Director Melissa McPherson has resigned (9A). Several board members thanked her for her contributions and accomplishments, especially in the area of guest relations. The thank-you note to Wilson for assisting with Family Day at the fairgrounds (9B), as well as the Three Rivers Area Foundation report (9C) were received for information.

10. Business

A. The replaced page 45 (library lease extension) was considered. Embil highlighted discussions that she, Potts and McPherson had with City Manager Bippus and Mayor Lowry regarding the lease and the roof. The city extended the library's current lease for an additional year as it continues to pursue options for relocating the library. The city's preferred plan is for the county to take on the existing building, rehab it, and keep the library as a tenant. The reason for this particular plan is vague.

The current lease (that ends in August) requires a one year notice to vacate. The lease extension does not explicitly state that a one year notice be given, but does refer back to the current lease for all other conditions. Briggs began a motion to request clarification of this matter, but withdrew her motion. Embil made a motion to have the library attorney review the terms of the lease agreement, and Butler seconded. Lawson suggested that for the next fiscal year, a blanket purchase order be set up for legal fees.

B. At the meeting noted above, the city agreed to put replacement of the roof "on hold" and will continue to use the library maintenance fund to repair it as necessary. McPherson was asked to request written confirmation of this from Bippus.

C. The Southern Michigan Bank building at 88 North Main Street was discussed. There is less square footage, new windows are needed throughout, and extensive interior remodeling would be required. Bippus indicated that the library would need to hire a structural engineer to determine the building's soundness. It was noted that additional millage would undoubtedly be needed to fund remodeling/moving, and recently taxpayers have soundly defeated any additional taxation for other matters.

D. The irrigation system is complete, and grass seed will be going in within the week. Seven Blades was to clean up the parking lot by blowing and spraying weeds, but discussion about possibly resealing and striping the lot caused that to be put "on hold" since that type of clean-up would be part of the resealing process. McPherson was asked to obtain pricing. Nowicki requested that low-hanging branches of trees be trimmed.

E. The incident report regarding library behavior was considered. Recently, the police were summoned, and one young man was issued a trespass notice. The police were familiar with him, and recommended this course of action. The Board expressed support of staff actions on this matter, and also reviewed its previously established appeal process.

- F. The hiring of a new Library Director was discussed. Lawson and her staff will assist in this process. The job has been posted, and all board members will receive applications after June 3. A special meeting was set for Tuesday, June 7 at 1:00 PM to review applications. Embil asked Board members to submit potential questions for the applicants to her, and she will collate responses.

A motion was made by Potts and seconded by Stark to appoint Wilson as the Interim Library Director, with Deborah Haak as Assistant Interim Director, effective June 6. Embil reminded the Board that Haak received a 20% pay increase when she served in this capacity two years ago. A motion was made by Potts and seconded by Butler to increase Wilson's pay by \$2.82 per hour, and Haak's by \$2.45 per hour.

11. Reports

McPherson's report was considered and she noted that she continues to update a calendar of activities, as requested.

12. Comments

McPherson was asked to provide updated policy pages for Board member's manuals and/or identify which pages need to be printed (the document is on the website).

The next meeting will be June 28, 2016. Keefer indicated she would be absent. Wilson will be attending the American Library Associate meeting and will also be absent; Haak will attend instead.

13. Adjournment

A motion was made by Potts and seconded by Butler to adjourn. The meeting was adjourned at 8:47 PM.

Respectfully submitted,



Caryn Wilson, Children's Librarian