

**Meeting Minutes
Library Board Meeting
Three Rivers, Michigan
June 28, 2016**

1. Call to Order

The meeting was called to order by Library Board President Sarah Embil at 6:02 p.m.

2. Roll Call

Board members present: Sarah Embil, Joye Briggs, Mytle Butler, Cindy Fenwick, Joe Nowicki, Brenda Potts, and Fran Stark.

For the library: Debra Haak

Board members absent and excused: Julie Keefer

3. Introduction of Visitors

Three Rivers Asst Finance Director - Leslie Wilson; City Manager - Joe Bippus; Mary Vanderaa; City Commissioner - Janell Hart; and *Three Rivers Commercial News* Editor – Elena Hines.

4. Public Comments

None

5. Approval of agenda

Additions 9E – Harmony Fest

The motion to accept the agenda with corrections was made by Stark and seconded by Potts.

Motion passed 5-0.

6. Approval of the Minutes of Library Board meeting

6A A motion was made by Butler and seconded by Potts to accept the May 24, 2016 meeting minutes. Motion passed 5-0.

6B A motion was made by Potts and seconded by Butler to accept the June 7, 2016 Special Meeting Minutes. Motion passed 5-0.

7. Review of Circulation Statistics for May 2016

7A Circulation Statistics – Reviewed by Board

7B Library Usage Report – Reviewed by Board

7C Collection Addition/Withdrawals – Reviewed by Board

8. Financial statements and bill listings for May 2016

8A Revenue and Expenditure Report – Reviewed by Board

8B Balance Sheet – Reviewed by Board

8C Invoice List – a motion to accept the invoice listing was made by Briggs and seconded by Stark.

8D Desk Income – Reviewed by Board

8E Petty Cash Receipts – Reviewed by Board

8F Credit Card Statements – Reviewed by board

9. Communications

9A Special Meeting Notice – included in packet

- 9B Memo to Library Board re: Structural Engineer (at this time, the agenda was revised to combine agenda items: 9B, 9C, and 10C). Stark suggested a structural engineer review the building plan. Is it feasible to have windows replaced? The board would like to have the Structural Engineer make the presentation at the next library board meeting.

A motion was made by Stark and seconded by Potts to have Library Board President Embil and City Manager Joe Bippus work together to hire structural engineer for review. The motion was then rescinded by Stark.

A new motion was made by Stark and seconded by Potts that Library Board President Sarah Embil and City Manager Joe Bippus work together to hire a structural engineer to review the building at 88 N Main Street for possible use as a library, and up to \$2,000 in cost was approved. Motion passed 5-0.

- 9C Letter to City Manager / Response - combined with 9B and 10C.

- 9D Incident Report - reviewed by Board

- 9E Harmony Fest (addition page 53A) –Due to public funding of the library, the board cannot provide financial support for Harmony Fest.

A decision on whether to provide a booth or kid's activity will be decided by the library director. Due to precedent for other fundraisers, a can for collection may not be allowed on library premises. It was decided that the letter from the Harmony Fest Committee could be posted on the bulletin board in the entranceway. The Library Director will have the library staff prepare a letter of support.

10. **Business**

- 10A Library Lease – Motion made by Stark and seconded by Butler to sign the one-year extension of the lease (through August 1, 2017). Motion passed 5-0.

- 10B Roof – City Manager Bippus will provide written confirmation that the City's agreement on the library roof is on hold.

- 10C Site Review – 88 North Main Street (combined with 9B&9C).

- 10D Landscaping - page 55. Sprinkler system is not yet complete – Sanderson & Dehaan will meet with the Library Director on 6/27.

Seven Blades Lawn Care has not yet completed contracted work (rock removal, leveling of ground and weed treatment), despite repeated contact, but has been paid. Haak was directed to write a letter to the Chamber of Commerce and continue phone calls to Seven Blades.

The board directed Haak to proceed with contractors for tree trimming.

- 10E Parking Lot – received different quotes from 3 contractors.

The Board is requesting bids that show costs for the same work. (Areas requiring patching, cracks sealed with seal coating, weed killer in cracks, heavier commercial coating or standard coating. Parking lot striping and handicap sign placement that will follow state ADA guidelines). The board is requesting bids for next month's meeting.

- 10F Technology Reimbursement Approval. E-rate Reimbursement. How much did we spend on this program and how much did we recoup on electric bill, phone and wifi? The board

directed Wilson and Haak to research other options including TRIG. A motion was made by Stark and Seconded by Embil to accept the reimbursement. Motion passed by board 5-0.

10G Line Item Transfer – Motion was made by Embil and seconded by Potts to transfer \$321.00 from Programming Line item 271-790.740.20 to the Professional Fees line item 271-790-801.00. Motion passed 5-0.

10H Hiring Process for Library Director

1) Finalize Interview Questions. A motion was made by Embil and seconded by Potts to accept the interview questions composed for initial interview process.

Role Call vote: Embil – Yes; Stark – Yes; Briggs – Yes; Butler – Yes; Potts - Yes. None Opposed. Motion Carried 5-0.

2) The board received letters of interest for the library director position.

3) A motion was made by Embil and seconded by Butler to include three board members: Julie Keefer, Fran Stark, Myrtle Butler, and Park township representative Cindy Fenwick, and to invite City Commissioner Janell Hart to participate on the interview panel.

Role Call vote: Embil – Yes; Stark – Yes; Briggs – Yes; Butler – Yes; Potts - Yes. None Opposed. Motion Carried 5-0.

Recommend interviews to be set up for late afternoon and early evening during the week of July 18th.

City Commission meetings – need library board members for coverage. Fran Stark will attend July 5th and 19th meetings, and will provide information to Briggs to issue via e-mail.

11. **Reports**

11A Children's Summer Reading Program

11B Teen Summer Reading Program

11C Adult Summer Reading and Coloring Program

12. **Misc. Information**

12A Visioning

12B Personal Property Tax Reimbursement

13. **Comments**

The next regular meeting of the library board will be held on **Tuesday, July 26, 2016** at 6p.m. in the meeting room of the Three Rivers Public Library.

14. **Adjournment**

There being no further business, the motion to adjourn the meeting was made by Stark and Seconded by Embil. Motion passed 5-0, and the meeting adjourned at 8:08 p.m.

Respectfully Submitted,



Joye Briggs,
Library Board Secretary

/jlb