

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

1. Call to Order

The meeting was called to order by Sarah Embil at 6:01 p.m.

2. Roll Call

Board members present:

Sarah Embil, Joye Briggs, Myrtle Butler, Cindy Fenwick, Julie Keefer, Fran Stark, Brenda Potts.
For the Library: Caryn Wilson.

Board members absent & excused: Joe Nowicki.

3. Introduction of Visitors

City Manager, Joe Bippus; Mary Vanderaa; City Finance Director, Cathy Wilson.

4. Public Comments

None

5. Approval of Agenda

Additions to agenda

6B Special Session Board Minutes – 7/19

8G Annual desk income & petty cash (additional pages for end of fiscal year)

9E Extension of lease agreement

9F Letter from Joe Bippus concerning repairs to the library roof

10D Parking lot - pages received

Removed from Agenda

10A – Library Lease

The motion to accept the agenda with corrections was made by Stark and seconded by Potts.
Motion passed 6-0.

6. Approval of the Minutes of Library Board meetings

6A June 28, 2016 – Regular Meeting

The motion to accept the minutes was made by Butler and seconded by Embil.
Motion passed 6-0.

6B Approval of Special Meeting minutes of 7/19/2016

The motion to accept the minutes was made by Potts and seconded by Keefer.
Motion passed 6-0.

7. Review of Circulation Statistics for June 2016

7A Circulation Statistics – June 2016

7B Library Usage Report – June 2016

7C Collection Addition/Withdrawals – June 2016

7D 2015-16 Statistics

Discussion: Page 6 – The Inter-library Loan no longer approves renewals of videos, per MEL (Michigan Electronic Library).

8. Financial statements and bill listings for June 2016

- 8A Revenue and Expenditure Report – reviewed by Board.
- 8B Balance Sheet – reviewed by Board.
Finance Manager Lawson indicated that this was the preliminary balance sheet for the 2015-2016 Fiscal Year, which ended June 30. The final balance sheet should be available in October, after all bills for the fiscal year have been paid.
- 8C Invoice List (5/15/2016 – 6/15/2016). Members of the Library Board extended appreciation of the detailed photocopies of expenditures provided to Board members. A motion to accept the invoice listing was made by Stark and seconded by Butler. Motion passed 6-0.
- 8D Desk Income – reviewed by Board.
- 8E Petty Cash Receipts – reviewed by Board.
- 8F Credit Card Statements – reviewed by Board.
- 8G Annual Desk Income & Petty Cash – reviewed by Board.

9. Communications

- 9A Special Meeting Notice – received by Board.
- 9B Harmony Fest Memo – Wilson will check with staff by e-mail to see if there is any interest by the staff to assist at Harmony Fest.
- 9C Incident Report – reviewed by Board. The Library Board asked Mary Vanderaa to thank her husband Gene for handling the sanding and cleanup.
- 9D Notice from City re: Water Line Inspection – A question was raised on who would be responsible for any costs? Bippus will review lease.
Wilson was not notified if the inspector came to library as scheduled on 7/8/16. Lawson will check with Amy at the Dept of Public Services and respond by e-mail.
- 9E Extension of Lease Agreement
- 9F Letter from Joe Bippus concerning repairs to the Roof – letter was received by Board.

10. Business

~~10A Library Lease – removed from Agenda.~~

- 10B 88 North Main Street Structural Engineer Update – Lawson explained that Rick Keller of Keller Engineering met with Wilson and Bippus at the site on Friday, [July 22] at 5:30. A report will be provided by engineer in person at the August 2016 meeting. Copies of the report will be sent by e-mail to the library board prior to the next meeting. The engineer asks that the Library Board prepare any questions for the next meeting.
- 10C Landscaping – A memo from Wilson was given to the Board. After a lengthy conversation with 7 Blades, she felt he had completed what he was supposed to do. On the question of the back area weeding or grass seeding, Wilson had 7 Blades remove the weeds and she will purchase grass seed to spread over the area. Wilson will have the puddle issue resolved.

Wilson reported that three guys from the Probation Center used equipment from Public Works to trim the trees and remove the dead grass that the lawn service had not completed.

Concerns were raised why the lawn service is strictly mowing, but no pick up of items or weeding of cracks, and they are not using a smaller mower on the islands? Both Lawson and Bippus confirmed that First Impressions is utilizing a smaller lawn mower at other locations under contract with the City. Wilson will check with Mike, the owner of First Impressions, requesting they provide a smaller mower for the islands on our property and resolve the other concerns.

There is some confusion as to whether the contract with First Impressions is on a city contract, or if the library has a separate contract with the lawn service. Lawson indicated that the service is paid on the same purchase order by the City, and then paid out in separate funds.

The Library Board conveyed another thank you to Gene Vanderaa as he took care of the tree trimming, and did a really nice job.

Question raised on Sanderson & DeHaan regarding the annual service contract for turning the water on and off and the cost per visit. Wilson will check into more details on this issue.

- 10D Parking lot -** The board reviewed three estimates for parking lot resurfacing. Lawson indicates that Fire Chief Holcomb is coordinating with the COA and the Library on the estimates for the parking lot. Lawson indicated that the library is not required to accept the lowest-priced bid. Note: that due to fluctuation in asphalt pricing, the prices may change after estimates. Discussion was tabled to get input from Chief Holcomb. The board requests a total of 4 handicapped parking stalls (instead of 3) in the estimates. Discussion on the location of the 4 parking stalls, and whether to place them next to both ramps on the north side of the parking lot. Due to problems with the curb, the handicapped parking will not be placed in the area closest to the south library entrance.

- 10E Hiring of Library Director –** Keefer mentioned four candidates were interviewed. After discussion, the Board determined that finalists will be interviewed by the full board for a second interview. This will give the entire board and the community the opportunity to provide input and make a decision. The board plans to conduct 2nd interviews for Debra Greenacre at 6pm and Hilary Berry at 6:45 at a special meeting on Thursday, August 11, 2016.

A list of questions will be developed by the City and given to the board. The questions will be sent to the Board by e-mail. The Board will communicate one way to the City on their ranking of the questions. Sarah will send out a meeting notification for the Special Meeting.

- 10F Library Hours –** The board reviewed the hours of other libraries in the county. A motion was made by Keefer and seconded by Embil to change the library hours as follows:
 Monday through Thursday 9am to 8pm
 Friday 9am to 6pm
 Saturday 9am to 4pm
 Sunday 12noon to 4pm
 Effective Sunday, September 11, 2016.
 Motion passed 6-0.

- 10G Inappropriate computer usage –** As of July 26, 2016, filters for pornography were upgraded with stronger firewalls. A copy of the Internet policy was given to the board. Wilson raised concerns that we do not have a consistent way of handling those people who abuse the policy. A stronger policy will provide procedures for clerks to follow when patrons violate the policy. Wilson suggests a possibility of one warning, and then removal. Also include guidelines on the policy for patron reinstatement. The internet usage policy pops up on the computer screen and patrons must agree to the policy before using the computers. This will also affect patrons who use their own computer equipment on library premises. The library staff will also be asked for input on the policy. Board members are asked to read the policy and make recommendations at our next meeting.

Closing date for upgrade to Windows 10 is Friday [August 5, 2016]. Wilson made the decision to upgrade the computers for free. Michelle, Rebecca, and Carly updated most computers with the old windows system, and then installed the updated software.

- 10H E-rate Consulting Contract – The charge for one year e-rate contract is \$900. For those services, the library will receive \$2500 reimbursement for technology, computing and telephone and wireless upgrades.

The company will take care of the paperwork to secure grant funding and provide expertise in securing grants. A motion was made by Stark and seconded by Butler to approve a one-year contract. Approved by Board 6-0. The contract will be signed by Caryn Wilson.

- 10I Technology Reimbursement Approval – The library received a reimbursement of \$1,385.60. A motion was made by Embil and seconded by Stark to accept the check from Global Technology Associates.

11. Reports

- 11A ALA Meeting Summary – Wilson mentioned that she enjoyed attending the meeting.

12. Comments

Wilson was thanked for providing the policy pages by Embil.

Embil asked for volunteers from the library board to attend the next City Commission meetings. Stark will attend the Monday, August 1 meeting, and Embil will attend the Tuesday, August 16 meeting.

13. Next Meeting

The next regular meeting of the library board will be held on Tuesday, 8/23/2016 at 6pm in the meeting room of the Three Rivers Public Library.

Special Meeting – Thursday, 8/11/2016, at 6pm in the meeting room of the Three Rivers Public Library. Purpose: second interviews for new Library Director.

14. Adjournment

There being no further business, the motion to adjourn the meeting was made by Potts and seconded by Keefer. Approved 6-0, and the meeting adjourned at 7:47 p.m.

Respectfully Submitted,



Joye L. Briggs
Library Board Secretary

/jlb