

**Meeting Minutes  
Library Board Meeting  
Three Rivers, Michigan  
August 23, 2016**

1. **Call to Order**

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

2. **Roll Call**

Board Members present: Sarah Embil, Joye Briggs, Myrtle Butler, Cindy Fenwick, Julie Keefer, Brenda Potts, Fran Stark.

For the Library: Caryn Wilson.

Members absent & Excused: Joe Nowicki.

3. **Introduction of Visitors**

*Three Rivers Commercial News Reporter:* Alek Frost, Mary Vanderaa, Daniel Briggs II, and Structural Engineer: Rick Keller.

4. **Public Comments**

None

5. **Approval of agenda**

Additions to agenda

6B Special Meeting Minutes

10E Comcast E Rate Reimbursement Check

10F Incident Report

10G Board Meeting Dates

Removed from the agenda: None

The motion to accept the agenda (with corrections) was made by Butler and seconded by Keefer. Motion passed 6-0.

At this time, agenda Item 10A was moved forward, prior to agenda Item 6

10A Structural Engineer Report – Rick Keller presented the structural engineering report, and the public and the Library Board were given an opportunity to ask questions. Addendum A is a summary of the presentation. Addendum B is a copy of the structural engineering report.

After the presentation, questions were raised on the next steps in the process.

No word yet on where the county sits on the August 2, 2016 primary for the COA, until the vote was completed.

Discussion was also made regarding having an architect create plans for either our current library facility or a future library facility.

A request was made to have the City Manager meet with the Library Board concerning the future location of the library and related issues. Embil will follow up with City Manager Joe Bippus requesting that he meet with the Library Board at our next monthly meeting. Areas indicated by Embil for discussion include: How will the proposed library location be funded? The Board does not feel the fund balance is sufficient for the cost. Involvement with the DDA and the Historic District at the 88 N Main Building. Where do things stand currently with the COA and the County regarding our current location? The size and square footage of 88 N Main and current location.

Other areas discussed included.

Discussion regarding remaining in the current building vs. moving.

Request signages for traffic on Pealer St from the opposite side of the bridge.

The meeting then resumed the normally-scheduled agenda.

6. **Approval of the Minutes of Library Board meeting**

6A A motion was made by Stark and seconded by Potts to accept the minutes of the July 26, 2016 regular monthly Library Board meeting. Motion passed 6-0.

6B A motion was made by Embil and seconded by Potts to accept the minutes of the August 11, 2016 special Library Board meeting. Motion passed 6-0.

7. **Review of Circulation Statistics for July 2016**

7A Circulation Statistics July 2016 – reviewed by Library Board.

7B Library Usage Report July 2016 – reviewed by Library Board.

7C Collection Addition/Withdrawals July 2016

Discussion:

Embil conveyed to Wilson and Haak, the thanks of the City Manager and the Library Board for the page number and notations on the Library Board packets.

Frequent visitors can be issued permanent, computer-only passes. Wilson will find out details on how the permanent computer-only passes are issued.

8. **Financial statements and bill listings for July 2016**

8A Revenue and Expenditure Report – Reviewed by Board.

Discussion:

Concerns were raised that during the first month of the fiscal year, approximately 60% of the annual expenses have been used for certain accounts: Books and E-books, Audio Visual/DVDs, Professional Fees, and Contractual Fees. Wilson will find out information on how the money was spent. Most likely, the expenditures are due to annual fees and blanket purchase orders.

Wilson was also requested to check with Cathy Lawson, City Finance Manager, concerning the costs for TM Asphalt for the parking lot expenditures. Will the money be pulled from the fund balance, or from the yearly budget?

8B Balance Sheet – Reviewed by Board

8C Invoice List (6/15/2016 – 7/15/2016) – a motion to accept the invoice listing was made by Stark and seconded by Embil. Motion passed 6-0.

Concerns: No other concerns raised.

8D Desk Income – Reviewed by Board.

8E Petty Cash Receipts – Reviewed by Board.

8F Credit Card Statements – Reviewed by Board.

Penal fines are issued once per year. Which percentage of penal fines came from Fabius Township. Penal fines were up 33%. However, due to the agreement with Fabius Township, Fabius' penal fines were reduced.

9. **Communications**

9A Special Meeting Notice

10. Business

- 10A Structural Engineer Report - moved to an earlier time in the meeting.
- 10B Parking Lot – Parking lot has been patched, next step sealing. No date set for sealing, however, the vendor has been very attentive to the process.
- 10C Hiring of Library Director – Debra Greenacre, the selected candidate for the new library director, is currently in salary negotiations with the City. Ms. Greenacre received a job offer with a salary of \$50,000 and a start date of October 18, 2016. Greenacre counteroffered, requesting \$1,000 in moving expenses and 11 weeks for a start date. After discussion with the Library Board president, the City rejected the counteroffer. Ms. Greenacre then requested time to think over the current offer. After discussion, the Board agreed not to offer moving expenses, nor extend the start date past the six-week start date. Embil will notify the City of the Library Board's decision. After Ms. Greenacre responds, Embil will notify the Library Board of her decision.

If negotiations between the City and Ms. Greenacre reach an impasse, the Board agreed to hold a special meeting to consider the second choice for the Library Director, rather than waiting for the next monthly Board meeting.

The Board should start formulating a list of goals and objectives for the new library director, as well as for the Library Board. The two top priorities for the Board are to formulate a strategic plan and the library location. The Board should set the items of major importance for the new library director. The three most important Board expectations for the library director are: to familiarize with the budget; meet a minimum of quarterly with all staff; attend all commission meetings and report back to the Board. Other recommendations were to develop a current job description for the library director, which can be used for performance appraisals, and to attend township meetings quarterly or annually. Board members were asked to make recommendations at a future Board meeting.

The strategic plan would be developed by the new library director. It was suggested that an updated library director job description be developed, as the current one does not accurately reflect the library director's duties. Embil is requesting sample job descriptions from other libraries for consideration, and asked that Wilson review the current description of issues that she is responsible to provide to the Board, rather than day-to-day duties.

- 10D Acceptance of Reimbursement  
A motion to approve the Frontier e-rate reimbursement was made by Potts and seconded by Stark. Motion passed 6-0.
- 10E A motion to approve the Comcast e-rate reimbursement was made by Stark and seconded by Keefer. Motion passed 6-0.
- 10F Incident Report – Given to the Board for review.
- 10G Board Meeting Dates – A motion was made by Keefer and seconded by Potts to change the November meeting date from November 22 to November 29. Motion passed 6-0.

The previously approved December 20<sup>th</sup> meeting will conflict with the City Commission Meeting. A motion was made by Stark and seconded by Briggs to change the December 2016 meeting to Wednesday, December 21, 2016. Motion passed 6-0. Wilson will change

11. **Reports**

None

12. **Comments**

Stark will attend the September 6th and Embil will attend the September 20<sup>th</sup> City Commission meetings.

Holly Clement , a former library clerk, has been ill – Wilson will ask Kim Talbot to conduct some type of card workshop where participants can create cards for her. Gofundme information can be provided at the workshop. Gofundme information will be provided on the bulletin Board and at the front desk. Because Holly was a former staff member, this information will be allowed on an exception basis.

Internet procedure will be tabled to the next meeting.

13. **Next Meeting**

The next regular meeting of the Library Board will be held on Tuesday, September 26, 2016 at 6pm 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 Potts and Seconded by Briggs. Board Approved and the meeting adjourned at 7:26 p.m.

Respectfully Submitted,

Joye Briggs,  
Library Board Secretary

/jlb