

**Meeting Minutes**  
**Library Board Meeting**  
**Three Rivers, Michigan**  
10/25/2016

NOTE: Due to lack of quorum for the September 2016 meeting, the September meeting agenda was conducted at the beginning of the October 25, 2016 meeting.

1. **Call to Order**

The October 2016 meeting was called to order on 10/25/2016 by Sarah Embil at 6:10pm.

2. **Roll Call**

Board Members present: Sarah Embil, Joye Briggs, Myrtle Butler, Cindy Fenwick, Julie Keefer, Brenda Potts, Fran Stark, Joe Nowicki,  
For the Library: Debra Greenacre  
Members absent & Excused: None

3. **Introduction of Visitors**

Mary Vanderaa, Caryn Wilson, Liz Rasberry, *Three Rivers Commercial News* Editor Elena Hines.

4. **Public Comments**

None

5. **Approval of agenda for October 2016**

The following changes were made

- 10C Move to 10F
- 10C (new 10C) Development of Strategic Plan
- 10D Development of Director Guidelines and Evaluation.
- 10E Open House for New Library Director
- 10F (former 10C) Workshop Information.

The motion to accept the revised agenda was made by Sarah Embil and seconded by Brenda Potts. Motion passed 6-0

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

The September minutes will be presented at the November 2016 meeting for approval.

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

- 7A Circulation Statistics September 2016 – reviewed by Library Board.
- 7B Library Usage Report September 2016 – reviewed by Library Board.
- 7C Collection Addition/Withdrawals September 2016  
No Concerns

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

- 8A Revenue and Expenditure Report – Reviewed by Board.
- 8B Balance Sheet – Reviewed by Board  
Finance information was delayed to board due to finance dept at a conference. Fund balance is currently over \$1 million
- 8C Invoice List  
Noted: Engineering Study presentation included an unexpected invoice for \$604.00 The charges included the meeting and to research square footage of existing library. Original Quote did not include costs for presentation to the Board. To avoid further surprises, it is suggested that future consultant estimates should include costs for additional charges, in writing.

A motion to accept the September 2016 invoice list was made by Stark and seconded by Embil. Motion passed 6-0.

- 8D Desk Income – Reviewed by Board.
- 8E Petty Cash Receipts – Reviewed by Board.
- 8F Credit Card Statements – Reviewed by Board.

9. **Communications**

9A Communications: An email response from City Manager Joe Bippus to Acting Library Director Caryn Wilson was read by Embil. A new approach was suggested by Greenacre that the library should be proactive. Greenacre will move forward with locating names of library designers for the board to review at the next meeting. Greenacre will also gain input from the library staff on requested changes. Also suggested was to table further decisions on this issue until the Board can meet with the City.

10. **Business**

- 10A Photocopier Bids (to be distributed) – Tabled
- 10B Electronic Activities Screen – Liz Rasberry presented estimates for a large electronic screen to be mounted behind the circulation desk. The screen will provide electronic displays of future activities. As the total cost for installation, programming and equipment was below the \$1,500 approval level of the library board, no action was taken by Library Board. The board agreed that the screen would be a good addition to the library. The "TARDIS" style information kiosk will be converted to bookshelves and moved to the teen space.
- 10C Development of Strategic Plan – Greenacre wanted to set up work session dates for the development of a 1 year strategic plan. A work session was set up for Monday, November 7<sup>th</sup> at 6pm. Greenacre will send out copies of a strategic plan for review before the work session dates. Board members are requested to read and review prior to the meeting.
- 10D Development of Director Guidelines and evaluation. A work session to develop the guidelines and evaluation for the library director will be set up on Wednesday, December 7<sup>th</sup>, at 6pm. A motion was made by Stark and Seconded by Keefer to establish an evaluation of library director. For the first year, there will be 4, 8, and 12 month evaluations. Then annual evaluations after the first year.
- 10E Open House for Library Director. An open house to welcome the new library director will be held on November 13, 2016 from 1 to 3pm. The staff will provide surveys to be on display, and will provide refreshments.
- 10F Workshop Information: "Knowledge is Power" What Trustees Need to Know About Library Governance. Wilson presented information from the seminar she attended, which included information on a trustee alliance. Information can be found online at the United for libraries website.

11. **Reports**

None.

12. **Comments**

Board members expressed thanks to Debra Haak and Caryn Wilson for their work on inventorying the library books and identifying errors in cataloging.

Greenacre commented that she is enjoying working with the library staff and moving forward as this is an exciting time to be a part of the library.

13. **Next Meeting**

The November 2016 regular meeting of the Library Board will be held on November 29, 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 Fran Stark and Seconded by Sarah Embil. Board Approved 6-0. The meeting adjourned at 7:26 p.m.

Respectfully Submitted,

Joye Briggs,  
Library Board Secretary

/jlb