

**Meeting Minutes
Library Board Meeting
Three Rivers, Michigan
11/29/2016**

1. **Call to Order**

The meeting was called to order by Fran Stark at 6:00 p.m.

2. **Roll Call**

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

For the Library: Debra Greenacre

Joe Nowicki commented this will be his final meeting as Lockport Township Representative.

Members absent: Sarah Embil

3. **Introduction of Visitors**

Mayor Tom Lowry, Mary Vanderaa, Liz Rasberry, Caryn Wilson, Cassidy, *Three Rivers Commercial News* Editor: Elena Meadows

4. **Public Comments**

None

5. **Approval of agenda**

Additions to or deletions from the agenda

10E Tabled to next meeting – Papers to be reviewed by Board members prior to the next meeting.

10F Library Board Secretary – no decision is needed today.

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

Motion passed 5-0.

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

The motion to approve the September 2016 Regular Library Board Meeting Minutes was made by Briggs and seconded by Butler. Approved by Board 5-0.

The motion to approve the October 2016 Regular Library Board Meeting Minutes was made by Potts and seconded by Butler. Approved by Board 5-0.

The motion to approve the Minutes of the Strategic Plan Development work session on November 7, 2016 was made by Briggs and seconded by Keefer. Approved by Board 5-0.

7. **Communications**

Joe Nowicki has received comments concerning the proposed library location.

8. **Review of Circulation Statistics for October 2016**

8a. Revenue and Expenditure Report (October 2016)

Greenacre explained - On top of Revenue & Expenditure report is the revenue section. This includes: Services Rendered (copies, faxes book sales, cards, etc), Court Fines (overdue book fines), and Contribution from Private Sources. These items combine to become the front desk income for the month.

Invoices are the bills that were paid for the month (5/3 bank commercial cards –are the procurement cards). City of Three Rivers Petty Cash – used for programming at the last

minute. The monthly expenditures will be broken down into various accounts in expenditures section.

The Board discussed a procedural clarification on documentation to be included in future monthly Library Board packets. Any expenditure that is below \$1,500 will be approved by the Library Director, without requiring the approval of the Library Board. Stark called for a vote of affirmation by the Board. The Board approved 5-0.

8b. Balance Sheet (October 2016) – reviewed by Board.

8c. Invoice List (9/15/2016 – 10/15/2016) - reviewed by Board.
Discussion: No other concerns raised.

9. **Director's Report**

Greenacre gave a verbal account of the director's report. The new flat monitor above the circulation desk has been installed. Suggestions were made on ideas for future reports. Board members requested to have a breakdown of active library cards included in monthly reports and that the documentation in future reports are formatted in portrait orientation (instead of landscape formatting).

10. **Business**

10A Overdue Fines Policy/Fine Incentive

To help with collecting fines, Greenacre would like to offer the patrons who owe fines an incentive during December-if they pay half, we will forgive half. Policy to be approved. A clarification on this issue was provided. The library is allowed to do amnesty periods at any periods, provided it is written in our library fine policy. A motion was made by Potts and seconded by Butler allowing library staff to have discretion on charges for fines as needed. Approved by Board 5-0.

10B Library Staff Dress Code

Greenacre commented that the City Hall employees are allowed casual dress on Fridays, and would like to implement a similar policy for Library staff. Question raised on allowing shorts at work. After discussion, a motion was made by Keefer and seconded by Briggs to allow the Library to adopt the casual dress policy on Fridays, on a contingent basis. Approved by Board 5-0.

10C Budget Approval

Greenacre reported about a discussion with City Finance Manager, Cathy Lawson. During that discussion, it was mentioned that the authority on moving funds from one budget line to another budget line was typically granted to the Department Head, as long as the bottom line of the budget doesn't change. The current library policy in use has been to obtain Library board approval to move money from one budget line to another. A request was made by Greenacre to make the budgetary changes and then report the change to the Board as it is done. After discussion, a motion was made by Briggs and seconded by Keefer to authorize budgetary changes to be made by the Library Director with notification to the Library Board, as to the updated budget changes. Approved by Board, 5-0.

10D Snow Removal

Greenacre had requested three bids for snow removal contracts, but received two bids. Based upon the cost, it was recommended by Greenacre to accept First Impressions for the Snow Removal Contract. Discussion included concerns from the past year. In particular, the contractor

arriving after cars are parked, and not doing a good job with sprinkling salt on the surfaces. The biggest concern is that they are late getting here. After discussion, the Board may re-evaluate snow removal contract if First Impressions does not meet expectations. The contract should add a clause that the work performed must be completed "to our satisfaction". A motion was made by Briggs and seconded by Potts to accept the First Impressions bid. Approved by Board 5-0.

10E Review of Library Board Responsibilities – tabled to next meeting. Board members requested to read and review prior to the next Library board meeting.

10F Library Board Secretary – Joye Briggs has modified her request and will step down from the Library board secretary position at the end of December 2016. After discussion, the responsibility of taking the Minutes may be delegated to a library staff member with the stipulation that the Minutes will be submitted to the Library Board Secretary for approval and then signed by both the Recording Secretary and Library Board Secretary. The Library Board Secretary will be elected in January. Library Board members are asked to consider taking on the role of Library Board Secretary in 2017.

10G Strategic Plan Committee – It was determined that a Strategic Plan Committee should include two board members, two staff members, the Library director, and a Library patron. Meetings are open to the public where the public can join the meetings.

Stark asked for volunteers from the Library board. Duties will include attending meetings and getting organized. Stark and Keefer agreed to serve on behalf of the Library Board. Greenacre will check with staff for participation. The next meeting for Strategic Plan committee will be Thursday, January 26, 2016 at 6p.m. Coffee and muffins will be served. The members were asked to please come with ideas, and information will be reviewed at that meeting.

10H Future of the Library –

Mayor Tom Lowry joined in the discussion on this topic. Board members went around the table and stated concerns heard from library patrons.

Discussion involved various concerns about the next steps in the process. Mayor Lowry did state that the library will not be closed before a solution can be found for a new location. Lowry also raised the issue that the City is awaiting a decision by the St. Joseph County Board of Commissioners whether they will move forward with the purchase of the entire building (which includes the current location of the library) for use as a location for the Senior Center. There currently is no agreement in writing by the county on this issue.

Comments were made by Board members concerning the library having a long-term Library lease – the Board then could look into "renovating" the current building into a modern library.

Mayor Lowry mentioned the estimated cost to purchase the Southern Michigan Bank & Trust Building at 88 North Main Street is \$250,000. The Horizons Bank building on Portage Street was also discussed, but the City has not indicated an interest on the \$500,000 purchase price. The Mayor indicated that the County Commission wishes to invest money in a senior center in Three Rivers to provide a comparable location of the new Senior Center in Sturgis. Comments were made on whether the COA should consider the bank building, but Mayor Lowry felt the COA wanted a single-story facility. The other issue is that the City does not want the library to get into a rental situation with the county. He noted that we currently pay \$1, plus money that goes into a maintenance fund.

A question was raised on whether the City would provide a guarantee on the money from the sale of the building to the County. The Mayor stated the agreement would be in writing.

A question was raised whether the COA has looked at other locations in the city.

A question was also raised on the cost of the library designer, the mayor indicated that the cost could be split on the exploration part.

It was suggested by Mayor Lowry that City Manager Joe Bippus and Library Director Debra Greenacre continue to communicate on concerns.

Greenacre was asked by Board members to obtain estimates of library designers to present at the December 2016 meeting.

11. Comments

Greenacre reported that the board will set 2017 meeting dates and holiday library closings.

Several board members expressed their thanks and appreciation for Joe Nowicki's service to the Library board.

Joe Nowicki mentioned that he is working with the Lockport Township on a smooth transition for their new Library Board Representative.

The Library Board will hold a special session on Wednesday, December 7th, at 6pm to discuss the job description and evaluation form for the Library Director.

NOTE: The next monthly Library Board Meeting will be held on a deviated schedule from the normal 4th Tuesday of the Month. Due to Library Board member availability, the December 2016 Library Board meeting will be held on **Wednesday, December 21, 2016** at 6pm.

12. Adjournment

There being no further business, the motion to adjourn the meeting was made by Potts and Seconded by Keefer to adjourn the meeting at 7:56 p.m.

Respectfully Submitted,

Joye Briggs,
Library Board Secretary

/jlb