

**MEETING OF THREE RIVERS PUBLIC LIBRARY BOARD**  
**Three Rivers Public Library**  
**920 W. Michigan Avenue**  
**Three Rivers, MI 49093**  
**January 24, 2017**

**1. Call to Order**

The meeting was called to order by library board President Sarah Embil at 6 PM.

**2. Roll Call**

Board Members Present: Joye Briggs, Myrtle Butler, Sarah Embil, Cindy Fenwick, Julie Keefer, Joe Nowicki, Brenda Potts and Fran Stark

Library Staff: Debra Greenacre (Library Director) and Caryn Wilson (Children's Librarian)

**3. Introduction of Visitors: Joe Bippus, Mr. and Mrs. Dane, Cathy Lawson and David Vago**

**4. Citizen Comments: David Vago spoke about the various efforts for revitalization of downtown, and spoke in favor of locating the library in the downtown area.**

**5. Approval of Agenda: A motion was made by Stark and seconded by Butler to approve the agenda. Motion carried (6-0).**

**6. Approval of Minutes**

A motion was made by Potts and seconded by Keefer to approve the December meeting minutes. Motion carried (6-0).

**7. Communications: None**

**8. Finances**

The December Revenue and Expenditure Report and Balance Sheet were reviewed and discussed. The final 2015-16 fiscal year numbers were reviewed and Lawson answered questions. A motion was made by Briggs and seconded by Stark to accept the Invoice List. Motion carried (6-0).

**9. Director's Report: Received for information**

**10. Business**

- a. A motion was made by Stark and seconded by Briggs to create a full time Assistant Director/Young Adult Services position, as outlined on the request form. Motion carried (5-0). A motion was made by Keefer and seconded by Butler to create a part-time custodian position, as outlined on the request form. Motion carried (6-0).

- b. A motion was made by Briggs and seconded by Stark to use up to \$50K from the fund balance for adult space enhancements. Motion carried (6-0).
  - c. Greenacre requested that \$8K that was allocated for photocopier replacement be reallocated to purchase a circulation desk for the Children's Room. A motion was made by Stark and seconded by Keefer to approve this. Motion carried (6-0).
  - d. The proposed capital items/projects list for the 2017-18 budget was reviewed. A motion was made by Stark and seconded by Embil to approve this list. Motion carried (6-0).
  - e. There was a lengthy discussion about the library lease and roof replacement. All Board members, as well as the city manager, were given the opportunity to express their views. A motion was made by Embil and seconded by Butler to move forward with obtaining design preliminaries for the bank building. Motion carried (4-2).
  - f. Greenacre has contacted several library designers and will provide information to the Board when all responses have been received.
  - g. A motion was made by Potts and seconded by Briggs to nominate Embil and Stark for additional terms as President and Vice President, respectively, and to nominate Keefer as Secretary (to replace Briggs who is stepping down as secretary but who will remain on the Board). Motion carried (6-0)
  - h. Embil highlighted several points from the trustee and meeting guidelines that were included in the agenda packet. Board members were asked to read the material carefully.
- 11.** The next regular meeting of the Board is February 28, 2017 at 6:00 PM. A meeting for development of a strategic plan is scheduled for Thursday, January 26 at 6:00 PM.
- 12.** A motion was made by Briggs and seconded by Keefer to adjourn. Motion carried (6-0). The meeting was adjourned at 8:10 PM.

Respectfully submitted,



Joye Briggs, Secretary