

MEETING OF THREE RIVERS PUBLIC LIBRARY BOARD
Three Rivers Public Library
920 W. Michigan Avenue
Three Rivers, MI 49093
December 21, 2016

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, and Brenda Potts
Board Members Absent: Fran Stark
Library Staff: Debra Greenacre (Library Director), Liz Rasberry (YA Librarian) and Caryn Wilson (Children's Librarian)
3. **Introduction of Visitors:** Elena Meadows (TR Commercial News)
4. **Citizen Comments:** none
5. **Approval of Agenda:** A motion was made by Briggs and seconded by Butler to approve the agenda, with the addition of two informational items. Motion carried (5-0).
6. **Approval of Minutes**
A motion was made by Potts and seconded by Keefer to approve the November meeting minutes, as well as the December special meeting minutes. Motion carried (5-0)).
7. **Communications**

The TRAC Foundation's third quarter report, which was added to the agenda, was received for information.
8. **Finances**
The November Revenue and Expenditure Report and Balance Sheet were reviewed and discussed. A motion was made by Embil and seconded by Butler to accept the Invoice List. Motion carried (5-0).
9. **Director's Report**
This report, as well as the documents about the special strategic planning meeting and the adult winter reading challenge, were received for information.
10. **Business**
 - a. A motion was made by Briggs and seconded by Potts to increase the Director's authority to approve invoices from \$1,500 to \$2,500. Motion carried (5-0).

- b/c. The city's meeting and holiday schedules were reviewed, and it was noted that the TRPL schedule should be set in October, since the city sets theirs in November. A motion was made by Butler and seconded by Potts to approve the proposed Board meeting schedule. Motion carried (5-0). A motion was made by Keefer and seconded by Butler to approve the proposed TRPL holiday closure schedule, with the elimination of an early closing for Good Friday. Motion carried (5-0).
- d. Greenacre proposed e-mailing the board packets rather than mailing them. Butler preferred to receive hers by mail, and Briggs and Nowicki would like hard copies available at the meeting.
- e. Reinstatement of hours that were cut by the previous library director was proposed by Greenacre, for the remainder of the 2016/17 budget year. A motion was made by Potts and seconded by Butler to approve this proposal. Motion carried (5-0).
- f. The proposed job description and rating scale were reviewed. This should now be sent to the city's HR department for review and comment.
- g. Greenacre reported that she has contacted several design firms, and information from some is still forthcoming. In the meantime, library staff will make a trip to the Otsego library for inspiration, and will brainstorm ideas for the bank building, as well as the current building. It was suggested that Brusse Brady construction be contacted for a design plan, although it was noted that they are primarily general contractors.

The board requested a tour of the Horizon bank building, since it was a possible venue. Nowicki requested that the old Village Market building be considered. Keefer spoke against this, since it would put the library further from a central location, and make it more difficult for those in the second ward, who have perhaps the least availability to transportation, to have access.

In a round table discussion, several board members indicated that they have received comments that people don't want the library to move. Board members need to continue to explain that this is not a library-initiated endeavor.

11. The next regular meeting of the Board is January 24, 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 (5-0). The meeting was adjourned at 7:55 PM.

Respectfully submitted,



Joye Briggs, Secretary