

**Meeting Minutes  
Library Board Meeting  
Three Rivers, Michigan  
May 23, 2017**

1. **Call to Order**

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

2. **Roll Call**

Board members present: Deb Berg, Joye Briggs, Cindy Fenwick, Joe Nowicki, Brenda Potts, and Fran Stark.

For the Library: Debra Greenacre, Amanda Yearling

Board members absent Julie Keefer (excused), Myrtle Butler

3. **Public Comments**

None

4. **Approval of agenda**

The motion to accept the May 2017 agenda was made by Brenda Potts and seconded by Deb Berg. Motion passed 4-0.

5. **Approval of the April 2017 Minutes of Library Board meeting**

5A A motion was made by Brenda Potts and seconded by Deb Berg to accept the minutes of the April 2017 regular monthly Library Board meeting minutes. Motion passed 4-0.

6. **Communications**

None

7. **Finances**

7A Revenue and Expenditure Report for May 2017– reviewed by Library Board.

7B Balance Sheet – reviewed by Library Board.

7C Invoice List - A motion was made by Brenda Potts and Seconded by Deb Berg to accept the invoice list. Motion passed 4-0.

8. **Director's Report**

Debra Greenacre reported about the program "Book My Favorites."

9. **Business**

9A Future of the library

Jeff Anglemyer of Arkos Design presented the library designs from the Charette and community input session. The floor space on all three floors will be sufficient to meet the proposed library needs.

The floor was opened to public comments

Anna Smith commented on the proposed library location and then compared and contrasted on changes between current facility on W. Michigan Avenue and the former Carnegie Library location on N. Main Street. Anna supported the decision to move to the new location.

Mary Vanderaa commented that this was an exciting time for the library. Always felt the current location was temporary.

Mayor Tom Lowry commented on the proposed square footage space at the proposed location. He mentioned that the current building was meant to be temporary, and the bank building can be repurposed into a library.

DDA Director Dave Vargo appreciated the time spent with library board members to consider the downtown location for the library.

Jeff Anglemyer added that the proposed building will keep both entrances. Both doors will have staff control.

Amanda Yearling read a letter from the Library Staff to the Library Board. The staff is in support of the move to the new location, due to the increased programming capabilities, windows, and downtown location.

Daniel Briggs mentioned the increase from 125 feet to 150 feet square foot load bearing requirement, and the Piers, needed to support. Jeff Anglemyer mentioned that the issue has been discussed with Rick Keller [Structural Engineer] to address the 150 per pound square foot load capacity.

Questions on the proposed location included the next steps in the approval process. Jeff Anglemyer commented that the schematic design is the next step. This will include more detailed layout, furniture, shelves, interior design features. Site will be developed and actual parking spots. This will include digital graphics, floor plans, cost estimate, and renovation costs. He will give alternatives for elevator.

Third step will be an estimated two to three months for design development (answer open ended, all size of rooms where things fit).

Construction document phase - Put documentation together

Debra Greenacre discussed funding concerns. Money authorized for the current facility's library enhancement project – an estimated \$35,892 remains from the original \$50,000 allocated from the fund balance. This will cover the \$17,000 costs for the next phase.

Mayor Lowry was asked about the report that the COA is looking at the old Three Rivers Inn. What would be the future of this building? The county still may be interested in the building. COA is still on hold about the current building. Even if the current building does not sell, the library is to be moved to the new location.

Jeff Anglemyer brought up the recommendations on a Hawk's Light at the top of the Pealer Street Bridge which could be used for stoplight for pedestrian crossings from the parking lots to the proposed library facility. Other recommendations would be Street narrowing, better safety measures. Jeff would bounce some ideas off the City.

A motion to authorize funding of \$17,500 + \$600 (see letter of proposal) was made by Berg and seconded by Briggs. Roll Call vote: Accept: Fran: Yes, Deb Yes, Brenda Yes, Joye Yes.

Motion passed 4-0.

How long does this phase take? If all goes well, June presentation, final Site Development in July.

- B. Special Meeting – Fran brought up board responsibilities. Needs input from board. Tabled until June meeting.
- C. Bylaws committee update. Fran, Debra, and Deb reported on the Bylaws Committee. They have gone over rough draft and will present in board packet in June. This will allow the bylaws to be current with state regulations. During the two hour meeting they used samples from community libraries and the State Book from the State of Michigan. Best of what we thought from other examples. The committee will meet in June. The entire bylaws will be given in June and will vote in July.
- D. Director's Evaluation – Requested by Debra Greenacre for closed session. A motion to go into closed session was made by Brenda Potts and Seconded by Deb Berg. Roll call vote: Brenda - Yes, Deb - Yes, Fran - Yes, Joye - Yes  
Township Trustees: Joe & Cindy to be included in the session.  
Closed Session began at 7:05 p.m.

The board returned to open session at 7:20. Evaluation went smoothly. No decisions were made at the closed session.

Discussion: The overall feel of library has been a noticeable improvement and support. It was noted that for the staff evaluation form, the staff had not been evaluated since 2015. The next library director evaluation will be held in October. The board will plan for an evaluation by board members in September.

10. **Comments**

Next Meeting: The next regular meeting of the Library Board will be held on Tuesday, June 27, 2017 at 6pm in the meeting room of the Three Rivers Public Library.

Joe Nowicki thanked the library director for breakdown on statistics.

Tabled – Board election for VP. VP to be nominated: Table until June meeting.

11. **Adjournment**

There being no further business, the motion to adjourn the meeting was made by Brenda Potts and seconded by Deb Berg. Board Approved 4-0 and the meeting adjourned at 7:34 p.m.

Respectfully Submitted,



Joye Briggs, Library Board Secretary

/jlb