

Three Oaks Township Public Library
March 15, 2017 Regular Board Meeting Minutes

Meeting called to order at 6:07 p.m. by Joan Brown. Present: Dustin Blaszczyk, Debi Kearney, Cheryl Kersey, and Brandi Cardwell. David Pollack and Julie Sittig absent.

Motion by Debi to approve the agenda, seconded by Dustin, all ayes, none opposed, motion carried.

Public Comment: None.

Approval of Minutes from February 20, 2017 regular meeting: Motion by Debi to approve minutes as presented, seconded by Dustin, all ayes, none opposed. Motion carried

Financial Reports: Discussion followed. Motion by Dustin to pay the bills as, seconded by Brandi, all ayes, none opposed, motion carried.

Unfinished Business:

Grants – Cheryl noted the Friends of the Library received a grant from The Pokagon Fund to purchase a defibrillator.

Budget – Cheryl said a copy of the current budget is in board folders and fiscal year ends March 31, 2017. Cheryl also said there is an updated copy of the Projected Budget in folders to include the \$10,000 we will receive from Chikaming. Much discussion followed.

Building Maintenance – Cheryl had nothing to report. Joan made a motion to form a Building Maintenance Committee specifically to discuss the parking lot so that the board can succinctly finish talking about it and what they want to do. Discussion followed. Committee will review parking lot and use. Discussion followed. Dustin seconded Joan's motion, all ayes, none opposed, motion carried. The Committee will consist of Brandi, Dustin and Joan.

Pergola – Joan shared with the board a picture of a pergola from Lowe's that cost under \$700 similar to the one at Three Oaks Inn on Oak Street. The pergola has metal posts that would be attached to 4x4s sunk into the ground. Discussion followed. Joan suggested using new smaller stone as a base instead of pouring concrete. Joan guesses this would cost under \$1000 using volunteers to put it up. Discussion followed. (At this time Debi noticed the upholstery on the chair she was sitting in had become unattached to the chair frame. After taking a moment to check other chairs it was discovered that several had the same problem. Cheryl will contact the upholsterer.) Debi said we need to get an idea of the cost of stone for a base. Discussion followed. Debi offered to contact Versaw for a price. The Board will discuss this again next month.

Friends of the Library – Cheryl again reported the Friends have received a grant from The Pokagon Fund to purchase a defibrillator. After it is here, the staff will be trained in its use.

Millage – Cheryl said that the plan is still to piggy-back with the Township when they put their roads millage on the ballot, which will probably be August. Dustin said that even if the Township doesn't choose August, the library should do our millage in August. Discussion followed. Motion made by Dustin to hold our millage election during the state authorized election date in August of 2017, seconded by Joan, all ayes, none opposed, motion carried.

150th Celebration – Cheryl said that in conjunction with the Sesquicentennial we will host a history of Three Oaks Sports on Saturday, July 22, 1:00 – 5:00. Cheryl also shared dates with the information she currently has: July 7 & 8 – Contests, Pet Show, Historical home Walk and Children's Activities; July 21 & 22 – Sports (here), Historical Church Walk, Movie in the Park; August 4 & 5 – Pokagon Bank, Historical Buildings, Movie in the Park; August 18 & 19 – Civil War Encampment in Dewey Cannon Park; September 16 – History Play, Afternoon Tea, Fashion Show, Parade and Sculpture Dedication. Joan said there will be a time capsule opening on the September date and the dates haven't really been finalized yet. Discussion followed.

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Staff Raises – Joan said the full committee has not yet met so there is nothing to report to the board.

Library YouTube Channel – Joan checked out the idea online and is not a fan. Debi said she's okay with it. Dustin said it's just another good government, open meeting type of thing but he doubts anyone would ever actually use it. Discussion followed. Motion made by Dustin to authorize Cheryl to create a YouTube Channel for the library for the posting of the audio from our monthly open meeting. Seconded by Brandi. Ayes – Dustin, Brandi and Deb. Opposed – Joan. Cheryl said that with two people absent tonight a majority of the board didn't vote yes so this should be tabled until next month. Everyone agreed. ***Motion passed after reviewing the bylaws.**

Wage Scale – Joan said this would be discussed with the Staff Raises in committee.

Other – none.

Director's Report – report attached. Cheryl asked if how valuable it is for everyone to see the circulation statistics each month. Joan suggested instead of reading the stats each month say, "circulation stats are available at the library. Cheryl asked what day of the week the board felt most people would come to see a presentation on this summer's eclipse. The board agreed probably Saturday mornings. Discussion followed.

David arrived during the Director's Report with apologies.

Committee Reports – none.

New Business:

Debi asked if in the interest of saving paper costs, the board would consider only receiving only emailed copies of the papers in their board folders each month, instead of paper copies. (Currently the board receives emailed copies in advance and paper copies in their folders at the meeting.) Cheryl suggested doing a "Consent Agenda." Deb said there may be things each month they would need to have paper for but the items they see each month could possibly be only email (bills to pay, agendas, budgets). Dustin agreed and suggested having one paper copy of everything at the meeting to pass around. Joan said she would like more information but had suggested in the past everyone could just use their iPad at the meeting, if they had one. Discussion followed. Deb asked if someone could opt out of receiving paper copies if they wanted. Discussion followed. Deb asked if the board could move toward using a Consent Agenda to approve the agenda, minutes and vouchers. Joan would like to see this happen gradually. David said the agenda and minutes usually go together but the public would probably like to see the vouchers done separately. He said he is in favor of not having all the papers. Joan suggested keeping the vouchers separately. Everyone agreed that next month the board will do the Consent Agenda with the new agenda and minutes. Deb doesn't want paper copies in her folder unless there is something special.

Dustin asked David if he had an opinion on the YouTube Channel. David said he is transparent and in favor of it. Joan said the issue had already been tabled until next month.

Motion to adjourn by Debi at 7:12, seconded by Dustin, all ayes, none opposed, motion carried.

Next regular meeting: **Wednesday, April 12, 2017, 6:00 p.m.**