

Three Oaks Township Public Library  
March 10, 2020 Regular Board Meeting Minutes

Meeting called to order at 6:32 p.m. by President David Pollack. Present: Joan Brown, Dustin Blaszczyk, Debi Kearney, and Cheryl Kersey. Julie Sittig via Facetime. Brandi Cardwell excused absence.

Motion by Debi to approve the Consent Agenda as presented, seconded by Joan, all ayes, none opposed, motion carried.

Public Comment: none.

Grants – Cheryl said she has done a lot of work and learned a lot about grants at the Leadership Conference she has been attending. She will pursue these opportunities.

Budget – Cheryl reported that after 96% of the fiscal year, payroll is at 82%. There will be one more payroll and the bill from today on the budget before it is final. Current budget was in board folders. Current copy of Penal Fines report is also in board folders. As of February 29, 2020, the library fund was \$444,136.87.

Building Maintenance –

Community Room Table – Joan spoke about the proposal from Tom Carson from Carson Wood Specialties in Stevensville about building a new table for the community room using the current pedestal legs and wood from Oak trees that were cut down in Dewey Cannon Park. This will include center laser engraving. Total cost delivered and installed: \$1,520.00. Discussion followed. Motion by Joan to accept the proposal from Carson Wood Specialties for \$1520.00, delivered and installed; seconded by Debi. All ayes, none opposed, motion carried. Cheryl asked Dustin to make a voucher for half of the amount of the quote.

Patio/Pergola/Parking Lot – Cheryl reported the boundary survey was done on February 18 and said an email from Chris at Wightman is included in board folders. Cheryl suggested based on her growing knowledge of grants that perhaps the parking lot could be stage one and then all the other changes could be in stage two. Discussion followed. Board was unanimous in keeping this project as modest as possible while still doing something striking. Cheryl said that Chris asked if there was an unofficial budget. More discussion followed. Cheryl will follow up with Chris and let everyone know when drawings are available.

Awning Over Front Door – Cheryl reported that Artistic Design Concepts did the current awnings in 2012 and explained the two options detailed in the quote from this company. Discussion followed. Motion by Debi to accept option #2 from Artistic Design Concepts for a new awning over the front door, seconded by Dustin, all ayes, none opposed, motion carried. Cheryl asked Dustin to make a voucher for 50% of the cost.

Motion by Joan to use funds from the Memorial Fund to pay for the table already approved, seconded by Debi, all ayes, none opposed, motion carried.

Friends of the Library – nothing to report.

Library/Museum Relations – nothing to report.

Artist Co-Op – nothing to report.

Director's Report – report attached. Discussion followed. The board was in unanimous agreement with the plan proposed by Chikaming Township President David Bunte to continue to receive Chikaming's penal fines (split three-ways with Bridgman and New Buffalo libraries), \$10,000 annually to each of the three libraries, and to charge Chikaming residents \$20/annually for a library card to the library they choose as their home library. Discussion followed. Cheryl said she would be at the Rural Libraries Conference in Traverse City on April 14 and asked if the board meeting scheduled for that date could be moved. After discussion it was agreed to move the regularly scheduled board meeting to Monday, April 20, at 6:30 p.m.

Trustee Education – The two opportunities below were presented by Cheryl. Discussion followed.

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SMLC (our co-op Southwest Michigan Library Cooperative) will offer a Trustee Training session with Shirley Bruursema, on Saturday, March 21 at Paw Paw District Library, 10-12:30 with continental breakfast provided. This will be free to SMLC cooperative trustees. This is a great opportunity for library board trustees to meet with other library board trustees and learn more about serving in this role. Shirley has served on the Lakeland Cooperative Board for 35 years and on the KDL Board for 25 years. She brings a wealth of knowledge and all trustees will leave with a full packet of information. \*\*Please let me know if you want to attend by March 13 and I will RSVP\*\*\*

Trustee Alliance Workshop on “Sustainability” at Portage District Library on Friday, March 27, 8:30 – 3:00  
Synopsis: Sustainability is most often defined as meeting the needs of the present without compromising the ability of future generations to meet their own needs. — Investopedia

Registration deadline: March 20, 2020. Refund deadline: March 20, 2020

“Spreading the Word about Library Relevancy,” Cordelia Anderson, Cordelia Anderson Consulting  
This project is funded in part with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

Other –

New Business:

Board Members Attending Meetings Remotely: for clarification and reiteration – David said that he had erred and made a mistake at the last meeting with regard to the remote attendance by board members (section from the by-laws is printed below). Discussion followed.

*“Article II, Section 2 Responsibilities*

*Attend all Library Board Meetings. If the member fails to attend meetings, the Board cannot function effectively. If a board member cannot attend all the meetings, with rare exceptions for illness or emergencies, the member should resign from the Board and make room for someone who can attend.*

*Four (4) members physically present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum. Provided that there is a quorum physically present, one (1) or more remaining Board members may participate remotely via teleconference or similar electronic communication provided that the remaining Board members and all members of the public are able to clearly identify, hear and interact with such Board member participating remotely. In the event one (1) or more Board members participate remotely, all votes by the Board shall be on a roll call basis. Prior to a Board member’s remote participation, the Board Secretary, Acting Secretary, or Secretary Pro-Tem shall confirm any remote participant Board member’s identity and at the beginning of any Board meeting with any remote participant Board member, each such Board member shall confirm that he or she is acting on his or her own and is not being influenced by any other party.*

*Participate at the meetings. It is important that board members actively participate at the meetings.*

*Board members shall conduct themselves in an orderly manner (“Robert’s Rules” are a useful resource).*

*Be a team player. Board members should avoid unnecessary arguing. Board members should deal with each other with mutual respect and good will.*

*Support Board decisions. Good board members do not criticize or attack decisions after they have been made. It is expected that board members will discuss and debate the matters before making a decision.*

*Be an advocate of the Library. Board members should seek opportunities to promote the Library. Often this will take the form of working to obtain funds for the Library.*

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*Respect and support the role of the Library Director. The Board should respect the management function of the Library Director. While the Board establishes policy and makes major decisions, it does not assume the role of the Library Director. To ensure the best library service, the Director must be allowed to manage the library without inappropriate board interference. To work properly there should be a high level of mutual trust and support between the Board and the Director."*

Other – Cheryl asked to go into Closed Session to discuss her Annual Review from December. Motion by Dustin to go into closed session to discuss Cheryl's review, seconded by Debi. Roll call vote: David – aye, Dustin – aye, Joan – aye, Debi – aye, and Julie – aye.

Closed Session

Return from Closed Session

Julie said the Museum will have an Open House in the old Township Hall on April 18, 12-5.

Motion to adjourn by Debi at 7:33 p.m.; seconded by Dustin, all ayes, none opposed, motion carried.

Next regular meeting: Monday, April 20, at 6:30 p.m.