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**Lapeer District Library
Regular Meeting of November 16, 2017
Marguerite deAngeli Branch Library
Minutes**

17R.11.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:00 p.m.

17R.11.02 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Kim Hill	County (Hadley Township)	12/31/2019	Present
Gary Phillips	County (Deerfield Township)	12/31/2019	Excused
Karen Rykhus	Lapeer Township	12/31/2020	Present
Perry Valle	County (Metamora Township)	12/31/2017	Present
Jan Watz	Mayfield Township	12/31/2017	Present

Quorum is 4. There are 6 Board members present.

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director; Yvonne Brown, LDL Assistant Director for Technical Services; Emily Caswell, of the View Newspaper Group; Dyle Henning, County Commissioner; and Pat Presby, recorder.

17R.11.03 PUBLIC COMMENTS: None

17R.11.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA: Mrs. Rykhus moved to amend the agenda to have Emily Caswell's presentation after the approval of the minutes. Seconded by Mrs. Hill. Motion carried.

17R.11.05 MINUTES: Mr. Alverson moved to accept the minutes of the Special Meetings of October 5, 2017 and November 2, 2017, and the minutes of the Regular Meeting of October 12, 2017 as printed. Seconded by Mr. Valle. Motion carried.

UNFINISHED BUSINESS:

17R. 11.06 Board branding exercise with Emily Caswell of View Newspaper Group - Ms. Caswell gave a summary and update of the work done on the rebranding of LDL. Submitted were six board surveys, 14 staff surveys, and 154 community surveys. The majority of the community surveys were from library users which suggests a stronger outreach needed to non-library users. A focus group meeting is planned for November 30, 2017. Branch visits are coming. Ms. Caswell then directed the board through a timed interactive exercise involving current and future vision of the library.

BOARD REPORTS:

17R.11.07 Treasurer: Mrs. Babb moved to pay checks #11956-12005 from General Checking (pointing out an error in that check #119858 that should be \$22.83 instead of \$21.83; this increase further reflects on the totals for the report) for the amount of \$33,875.86, bill pay #GC1454-GC1485 from General Checking-Online Bill Pay for the amount of \$13,741.56 and bill pay #PC1188-PC1198 from Payroll Checking-Online Bill Pay for the amount of \$79,406.83 for a grand total of \$127,023.30. Seconded by Mr. Valle. Motion carried.

Committee Reports:

17R.11.08 1. Finance: No report

17R.11.09 2. Facilities (meeting as needed): No report

17R.11.10 3. Advocacy: A written report was submitted of status and progress on computer classes, story hours, and Little Free Libraries. In addition, the board was reminded that in getting endorsements or making contacts, Ms. Malcolm has a spread sheet on possible contacts and would send out updates as appropriate. Ms. Malcolm reported that the Lapeer County Press has offered a section in their Progress edition promoting the library. The Vote Yes committee needs to start raising money and should be active in April.

17R.11.11 4. Personnel: A written report was submitted.

Special Meeting Reports:

17R.11.12 1. Bond work/committee: An update from John Chrastka of EveryLibrary is needed. Ms. Malcolm will contact him.

17R.11.13 2. Community input/involvement: Meetings with community members, the LDL director, and the architect at the branches are underway. It was suggested that a printed form be developed outlining the structure of committees along with known dates for those interested in serving. A category labeled "worker bees" is essential.

17R.11.14 3. Building Committee: This committee will meet at the conclusion of the branch meetings with community members.

LAPEER COUNTY REPORT:

17R.11.15 Mr. Henning, County Commissioner for District 3, distributed a report (2018 Citizens Guide) which provides a summary overview of the 2018 adopted budget. In addition, he explained that the use of delinquent tax funds made up the budget deficit because the county expenditures were exceeding revenues. If current trends continue, a bond issue would be needed in four or five years. Noteworthy is that "smart 911" has begun.

UNFINISHED BUSINESS:

17R.11.16. Final FY2018 budget approval: A budget summary was submitted, knowing that it is a working document and can have adjustments. Mrs. Babb moved to approve the budget. Seconded by Mr. Alverson. Motion carried.

NEW BUSINESS:

- 17R.11.17** 1. 2018 Holiday Schedule: Mrs. Rykhus moved to approve the schedule as printed. Seconded by Mrs. Hill. Motion carried.
- 17R.11.18** 2. 2018 Board Meeting Schedules: Mr. Valle moved to approve the board meeting schedules as printed. Seconded by Mr. Alverson. Motion carried.
- 17R.11.19** 3. By-law review: The by-law review and approval will take place in January and will include consent agenda. However, any newly drafted wording needs to be brought up in December's meeting.
- 17R.11.20** 4. Friends of the Marguerite deAngeli Branch Library book sale dates 2018: Mrs. Rykhus moved to approve the book sale dates. Seconded by Mr. Valle. Motion carried.
- 17R.11.21** 5. Family Literacy Center 2018 Agreement: Mr. Valle moved to accept the FLC's proposed services agreement. Seconded by Mrs. Babb. Motion carried.
- 17R.11.22** 6. Barred patron: Ms. Malcolm explained the situation leading up to barring the patron from the library.

STAFF REPORTS:

- 17R.11.23** Assistant Director for Technical Services: Mrs. Brown submitted a written report of library use stats. Further, she explained the wi-fi hot spot and the "mobile library," indicating its value in promoting library services.
- 17R.11.24** Director's Report: A written report was submitted. In addition, it was pointed out that the Lapeer County Community Foundation gave \$1,000 grant to purchase books to stock Little Free Libraries.

COMMUNICATIONS:

- 17R.11.25** 1. Lapeer Area Chamber of Commerce Business Connections, November 2017 (via e-Mail)
- 17R.11.26** 2. Lapeer Area Chamber of Commerce 2017 Light Up Lapeer donation request
- 17R.11.27** 3. Lapeer County Community Foundation grant approval (for books for Little Free Libraries)

BOARD COMMENTS OR REQUESTS FOR INFORMATION:

- 17R.11.28** Mrs. Watz gave out "thank yous." She also reported that the DDA's Winterfest is scheduled for December 1. The Friends will be selling Dr. Ethridge's collection of wine books.
- 17R.11.29** MMLC REPORT: No report. The next meeting is in January.
- 17R.11.30** PUBLIC COMMENTS: None.
- 17R.11.31** ADJOURNMENT: Mr. Alverson moved to adjourn. Seconded by Mrs. Hill. Motion carried. Meeting adjourned at 3:45 p.m.

**Special Meeting:
Metamora Branch Library
December 7, 2017
4:30 p.m.**

**Regular Meeting:
Marguerite deAngeli Branch Library
December 21, 2017
Finance Committee 1 p.m.
Full Board 2 p.m.**