

**Lapeer District Library
Special Meeting of January 5, 2017
4:30 pm
Metamora Branch Library
Minutes**

16S.12.01 CALL TO ORDER: Chairperson Watz called the meeting to order at 4:43 p.m.

16S.12.02 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Gary Phillips	County (Deerfield Township)	12/31/2019	Present
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
Pat Wright	County (Elba Township)	12/31/2019	Present

Quorum is 4. There are 7 Board members present.

Also in attendance is Melissa Malcolm, Lapeer District Library Director.

16S.12.03 ADDITIONS/DELETIONS/APPROVAL OF AGENDA – *Mr. Alverson moved to approve the agenda with the following additions – Unfinished Business g. Building Committee and h. Key Topics/Tasks for next meeting. Seconded by Mrs. Rykhus. Motion carried.*

16S.12.04 PUBLIC COMMENTS: None

16S.12.05 UNFINISHED BUSINESS:

1. Building project – Mr. Phillips

a. specific program spaces and how they will work within the new facility

1. Friends of the deAngeli Library – Ms. Malcolm met with the group in December to discuss this issue. She indicated she does not see them using the meeting rooms for sales, as they will have their own space. Mrs. Watz thought that they would still have the option to use other spaces.

*This issue needs to be worked out, as well as the amount of space if using meeting rooms is not allowed.

2. Family Literacy Center – Their Board has not made a decision. Concerns on their part include costs, duration of an agreement, building accessibility, tutoring spaces and more. The LDL intent is to make any cost to FLC as close to “cost neutral” as possible. *Ms. Malcolm will meet with Ms. Shelton-Wiese for further discussion and hopefully some decision making.

* Ms. Malcolm will ask Mr. Jensen for a firm date on when he must know the space needs for the various entities.

3. Genealogy - Ms. Malcolm sees this space as a separate area. She believes that Laura Fromwiller has been speaking to the representative from the Genealogical Society about this.

* Ms. Malcolm will verify this.

4. As there have been a number of different reportings on the actual area of the new library, a verification: 35,000 square feet, plus a basement of 15,000 square feet.
- b. campaign committee/bond work – With the bond election date being August 2018 the current schedule indicates the education piece starting in January 2018. Staff can work on informational pieces of the bond campaign.
*Ms. Malcolm will ask Mr. Jensen that a calendar/schedule be firmed up within the next couple of months.
 - c. capital campaign/fund-raising – Discussion centered around the two companies. Zrimec & Wick LLC also does capital campaign/fund raising, but will not discuss their fee for that portion until after their feasibility study. *Motion by Mrs. Watz to proceed to contract with Zrimec & Wick LLC, as per their proposal, for a feasibility study for a capital campaign. The amount of this study is not to exceed \$8,320.00. Seconded by Mr. Valle. Motion carried.*
 - d. community input/involvement – The expectation is that Zrimec & Wick LLC will help with suggestions of people (roles in the community, companies, areas) for both the capital campaign and Say Yes committees. Some people may end up on both committees. Board members are to get specific names to Mrs. Wright for inclusion on the list that has been started.
 - e. purchase agreement - Ms. Malcolm has no further information to share, as she has not heard from Mr. Parker. She will keep the Board apprised of any information she gets.
*Ms. Malcolm will contact Mr. Parker about this situation including a time limit, as well as letting him know her and the Board's expectations of our attorney- client relationship.
 - f. bond counsel - A bond counsel is needed for specifics including the reimbursement resolution the Board previously did, making sure all entities in the building can be included in the bond and any other bond issues. The Board needs to know exactly what is included in an engagement letter. *Mrs. Wright moved to contact Susan Wyngaarden about our interest in contracting with her to be our Bond Counsel, including getting an estimate of her costs prior to giving her an engagement letter. Seconded by Mrs. Rykhus. Motion carried.*
 - g. building committee - The committee will consist of 6 staff members and 2 Board members. Staff will be – Melissa Malcolm, Yvonne Brown, Bryan Kirby, Laura Fromwiller, Janelle Martin and Dena Moscheck. Board members are tasked with deciding if they would like to volunteer for this committee and let the group know at the Regular Board Meeting on January 19.
* Ms. Malcolm will find out from Mr. Jensen when this committee needs to be in place.
 - h. key topics/tasks for next meeting –
 1. purchase agreement
 2. up-date on information from any motions made
 3. * items - many tasked to Ms. Malcolm. Mr. Phillips reminded Ms. Malcolm that if she needs help with any of these, Board members will be glad to assist.

16S.12.06 NEW BUSINESS: None

16S.12.07 PUBLIC COMMENTS: None

16S.12.08 BOARD COMMENTS : Mr. Valle indicated he will not be in attendance at the February 2 Special Meeting. Mrs. Rykhus let the Board know she will be gone until February 28. She will miss the Special Meeting of February 2 and the Regular Board meetings of January 19 and February 16. Mrs. Watz indicated she will miss the February 16 Regular Board Meeting.

16S.12.09 ADJOURNMENT: *Mr. Alverson made a motion to adjourn. Seconded by Mr. Phillips. Motion carried.* The meeting adjourned at 6:33 p.m.

**Next Regular Meeting:
Marguerite deAngeli Branch Library
January 19, 2017
Finance Committee 1 p.m.
Full Board 2 p.m.**

**Next Special Meeting:
Metamora Branch Library
February 2, 2017
4:30 pm**

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