



The Lapeer District Library will be the community's destination for resources, education, technology and connections.

**Lapeer District Library
Regular Meeting of January 16, 2020
Marguerite deAngeli Library
Minutes**

20R.01.01 Call to Order: Mrs. Watz, board chair, called the meeting to order at 5:31 p.m.

20R.01.02 Roll Call:

Jacquie Wilson	City of Lapeer	12/31/2022	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Vacant	Vacant	Vacant	Vacant
Gary Phillips	County (Deerfield Township)	12/31/2019	Excused
Karen Rykhus	Lapeer Township	12/31/2020	Excused
Perry Valle	County (Metamora Township)	12/31/2021	Present
Jan Watz	Mayfield Township	12/31/2021	Present

Quorum is 4. There are 4 Board members present.

Also present are Melissa Malcolm, Lapeer District Library director; Yvonne Brown, Assistant Director for Technical Services; and Patricia Presby, recorder.

20R.01.03 Public Comments: None

20R.01.04 Additions/Deletions/Approval of agenda: Mrs. Babb moved to accept the agenda as presented with the addition under Unfinished Business 5. Director evaluation. Seconded by Mrs. Wilson. Motion carried.

20R.01.05 Consent Agenda: Mr. Valle moved to approve the consent agenda as received.

Board Reports:

20R.01.06 Treasurer: Mrs. Babb moved to pay checks #13216-13257 from General Checking for the amount of \$267,103.20; bill pay #GC2274-2299 for General Checking—Online Bill Pay for the amount of \$5,233.94; and bill pay #PC1509-1519 from Payroll Checking—Online Bill Pay for the amount of \$47,587.17 for a grand total of \$319,924.31. Seconded by Mr. Valle. Motion carried.

Committee Reports:

20R.01.07 Finance: No Report

20R.01.08 Lapeer County Report: No Report

Unfinished Business:

20R.01.09 Meeting room policy and liability/ registration form: Mr. Valle moved to accept the meeting room policy and registration form as presented. Seconded by Mrs. Wilson. Motion carried.

20R.01.10 Strategic plan: The board was presented with the final copy of the strategic plan which will be available to the public on LDL's web page. The summary page will be on the web page and Facebook as well as being included in *The County Press* Progress edition. All are reminded that this is a three year plan with a two year extension, if necessary. There will be updates quarterly.

20R.01.11 Columbiaville and Otter Lake hours: The board was presented with a proposal to make changes in the hours at these two branches reflecting patron usage and requests. Each branch would be open four more hours per week. Mrs. Wilson moved to approve the changes. Seconded by Mrs. Babb. Motion carried.

20R.01.12 Vacant board seat: A community member is in the process of applying for the vacant seat. County commissioners' appointment is pending.

20R.01.13 Director's evaluation: With the director's impending retirement, there is the option to have the evaluation as an agenda item for February board meeting in closed session, or for the board to give the director the compiled written evaluation for the director's perusal. Director decided to receive the compiled written evaluation.

New Business:

20R.01.14 Bookmobile: Further written information was presented on bookmobiles, including types of vehicles, a possible company to use, a time frame for acquisition, as well as a proposed budget. Considering it as an outreach vehicle, the possibilities for its use are only limited by imagination. Acquiring a bookmobile would dovetail into LDL's strategic plan outreach component.

20R.01.15 Budget adjustment for material: Written notes were submitted proposing a modest increase for digital services. In addition, the amount budgeted for landscaping may prove to be insufficient. Paper work will be submitted to reflect the budget amendment.

- 20R.01.16 Director Search:** Mr. Valle moved to accept with regret the director's letter of retirement. Seconded by Mrs. Wilson. Motion carried.
- The director presented the board with several documents to guide their search, including a job description, MMLC's Library Director Search Proposal, and a draft of a timeline for LDL's director search. Discussion included procedure of selection and division of search and interviewing work. Interview questions and logistics were discussed. By consensus, it was decided to elicit the help of MMLC's director. Also, it was decided to convene after applications were due, but before interviews begin, with perhaps a second meeting to develop questions. February's board meeting will set interview times allowing two hours for each candidate presentation and interview. After the board's consideration of word choices, Mrs. Babb moved to approve of the posting of director's position. Seconded by Mr. Valle. Motion carried. Mr. Valle moved to set a director's search budget at \$2,000. Seconded by Mrs. Wilson. Motion carried.
- 20R.01.17 Election of officers:** The board's by-laws require new officers to begin in February. There were two nominations for chairperson; other offices had one. Voting was unanimous. The new roster for the board is: Chair-Mrs. Watz; Vice-chair- Mr. Phillips; Secretary-Mrs. Rykhus; Treasurer- Mrs. Babb.
- 20R.01.18 Committee assignments:** Mrs. Babb moved to accept the finance committee to be herself, Mr. Valle and Mrs. Wilson. Seconded by Mr. Valle. Motion carried.
- 20R.01.19 Credit card limits for 2020:** Mrs. Babb moved to accept the resolution on credit card accounts and credit card limits. Seconded by Mrs. Wilson. Roll call vote: Mrs. Babb-yes; Mr. Valle-yes; Mrs. Watz-yes; Mrs. Wilson-yes. Motion carried.

Staff Reports

- 20R.01.20 Assistant Director for Technical Services:** A written report was submitted. In addition, it was noted that tech website visits surpassed people counter visits in December. A marketing plan for Mango, a language learning site, is being designed.
- 20R.01.21 Director's report:** A written report was submitted. In addition, it was noted that the staff manual has had some changes regarding PTO. The board will receive a hard copy; the staff will have access to the manual on line.

Communications:

20R.01.22 Lapeer Area Chamber of Commerce Business Connections (via e-mail)

20R.01.23 Lease for Elba Branch Library

Board Comments or Request for Information:

20R.01.24 Press releases indicate dates for programs but program registration at the library has not opened yet for it. This is causing confusion.

20R.01.25 The brochure showing digital services does not show all the villages on the map.

20R.01.26 A newspaper article about The Good Samaritans providing books for customers to read while at fast food restaurant triggered an idea that maybe books could be provided for other businesses.

20R.01.27 A former employee, Anneke Bullock, will be making a presentation for the Michigan Barn Preservation Network at the Oxford Public Library on 1/17/2020.

20R.01.28 **MMLC Report:** Nothing new to report except that there was a clean audit.

20R.01.29 **Public Comments:** None

20R.01.30 **Adjournment:** Mr. Valle moved to adjourn. Seconded by Mrs. Babb. Motion carried. Meeting adjourned at 7:39 p.m.

Regular Meeting: Metamora Branch Library

February 20, 2019

Finance Committee 5:00 p.m.

Full Board 5:30 p.m.