



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

Lapeer District Library

Regular Meeting of November 19, 2020

Via Google Meet: meet.google.com/hpe-uzjz-tfy

Minutes

20R.11.01 Call to Order: Mrs. Watz, board chair, called the meeting to order at 5:32.

New rule in the Open Meetings Act requires board members to identify where they are located during the meeting. Mr. Phillips, Deerfield Township; Mrs. Babb, LDL's Administration Office; Mrs. Rykhus, Lapeer Township; Mrs. Sandusky, Oregon Township; Mr. Valle, Metamora Township; Mrs. Watz, Mayfield Township; Mrs. Wilson, City of Lapeer.

20R.11.02 Roll Call:

Jacquie Wilson	City of Lapeer	12/31/2022	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Amanda Sandusky	County (Oregon Township)	12/31/2023	Present
Gary Phillips	County (Deerfield Township)	12/31/2023	Present
Karen Rykhus	Lapeer Township	12/31/2020	Present
Perry Valle	County (Metamora Township)	12/31/2021	Present
Jan Watz	Mayfield Township	12/31/2021	Present

Quorum is 4. There are 7 Board members present.

All members present. Also present are Amy Churchill, Lapeer District Library (LDL) Director, Yvonne Brown, LDL Assistant Director for Technical Services, Dyle Henning, County Commissioner, Susan Francis, staff member, and Patricia Presby, recorder.

20R.11.03 Public Comments: None

20R.11.04 Additions/Deletions/Approval of agenda: Add "Early Closure" as #5 under Consent Agenda. Add thank you note to former director, Melissa Malcolm under Communications. Mr. Valle moved to approve the agenda as presented, with additions. Seconded by Mrs. Wilson. Motion carried.

20R.0.0 Consent Agenda: Mr. Phillips moved to approve the agenda as received. Seconded by Mrs. Babb. Motion carried.

Board Reports:

20R.11.06 Treasurer: Mrs. Babb moved to pay: Checks #13640-13695 from General Checking for the amount of \$57,762.19. Online Bill Pay #GC2577-2620 General Checking for the amount of \$9,275.15. Online Bill Pay #PC1639-1651 Payroll Checking for the amount of \$85,757.38. For a Grand Total of \$152,794.72. Seconded by Mr. Valle. Motion carried.

Committee Reports:

20R.11.07 Finance: None

Lapeer County Report:

20R.11.08 Henning reported on the following:

- With the announcement that the ~~current chair~~ **Charlotte Babb** is retiring, the board is hoping for an applicant from Burlington or Burnside Townships. **As corrected at the December 17th, 2020 meeting.**
- There will be restricted access into most buildings, including the courthouse. Persons will have to make an appointment for access and be escorted in.
- The 2020-2021 budget has been passed. As expected, there are more expenditures than revenues.
- The commissioners are working with a search firm to find an administrative controller.
- A credit card policy was passed. The amount is limited and to be used by department heads and elected officials for conferences.
- Funds from the state allowed an increase of \$1,000 to employees. Three out of 11 union negotiations have been completed with contracts ratified.
- Salary adjustments in mental health and health area are necessary in order to retain people in those positions.
- Per MIOSHA, a mask policy was adopted.
- A new job application was approved.
- It was agreed to put \$41,000 toward the purchase of a new boiler for the courthouse.
- The next meeting will be on Dec. 3 via zoom.

Unfinished Business:

20R.11.09 Final Budget: Mrs. Babb moved to approve the final budget for 2021. Seconded by Mr. Valle. **Motion passed as corrected at the December 17th 2020 meeting.** Mrs. Churchill explained that the final budget was the same as the proposed budget presented in September, with small adjustments made because of an increase in state aid. Two suggestions were made regarding the budget. In the Budget Summary it would be

helpful to indicate the reason for the change; and, secondly, to establish a threshold of percentage change (5%) and, again, include an explanation.

New Business:

- 20R.11.10 2021 Library Holiday Schedule:** Mrs. Wilson moved to accept the holiday schedule as presented. Seconded by Mrs. Babb. Motion carried.
- 20R.11.11 2021 Board Meeting Schedule:** Mrs. Babb moved to accept the schedule as presented. Seconded by Mrs. Sandusky. Motion carried.
- 20R.11.12 2020 Budget surplus addition prediction and discussion for use:** The board discussed two possibilities. One is to pay down the MERS liability. Another is to pursue the idea of having a bookmobile that would serve outlying areas of the county and be an effective outreach tool. The finance committee can look at possibilities and form a plan to pay down the MERS liability and define with concrete information the acquisition and running of a bookmobile. (Committee appointments start in January.)
- 20R.11.13 Short website demonstration by Yvonne Brown:** LDL's new website design organizes a wealth of materials, services, programs, online learning offerings as well as research data bases. There are galleries highlighting Oakdale and the deAngeli archive.
- 20R.11.14 COVID conversation: LDL's director explained the following:** According to LDL's re-opening plan the library can move back to a phase at any time. There is not a closure order from the governor at this time. However, it is deemed safe to return to some restrictions. There were three options for the board to consider and, by consensus, the option to go back to "curbside only with staff changes" was chosen. This way the library is still in the community and still providing services. So as not to look disorganized or rushed, curbside only will begin on November 30 through December 13. At that time reassessment will be necessary to consider extension or return to Phase 5. It will give patrons time to "stock up" on materials.

Staff Reports

- 20R.11.15** Assistant Director for Technical Services: A written report was submitted.
- 20R.11.16** Director's Report: A written report was submitted.
- 20R.11.17** Facilities Report: A written report was submitted.

Communications:

- 20R.11.18** Lapeer Area Chamber of Commerce Business Connections (via e-mail)
20R.11.19 Lapeer Community Foundation Giving Tuesday flyer
20R.11.20 Correspondence from former director, Melissa Malcolm. The correspondence requires board approval for the director's restricted donation. Mrs. Rhykus moved to accept the restricted donation with Ms. Malcolm's request to apply it to MERS unfunded liability. Seconded by Mrs. Babb. Motion carried. (A thank you note has already been sent.)

Board Comments or Request for Information:

- 20R.11.21** Mr. Phillips requested that board packets be given electronically. There are some problems in receiving parts of the packet electronically, i.e. consent agenda. For December, the packets will be sent electronically and mailed.
- 20R.11.22** **MMLC Report:** The state budget increase made possible money available for grants in innovation and technology (\$188,000) and Covid (\$93,500). LDL's share will be \$10,000 and \$5,000 respectively.
- 20R.11.23** **Public Comments:** None
- 20R.11.24** **Adjournment:** Mr. Phillips moved to adjourn. Seconded by Mrs. Sandusky. Motion carried. Meeting adjourned at 7:20pm.

**Regular Meeting: Marguerite deAngeli Library
December 17, 2020
Finance Committee 5:00 p.m.
Full Board 5:30 p.m.**

Pat Presby – Recorder

Karen Rykhus – Secretary

Jan Watz – Chair