



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

**Lapeer District Library  
Regular Meeting of February 20, 2020  
Marguerite deAngeli Library  
Minutes**

**20R.02.01 Call to Order:** Mrs. Watz, board chair called the meeting to order at 5:30 p.m.

**20R.02.02 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	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 \_\_5\_\_ Board members present.**

Also present are all members present except for excused members Mrs. Rykhus and Mr. Phillips. New member Amanda Sandusky present. Also present are Melissa Malcolm, Lapeer District Library director; Yvonne Brown, Assistant Director for Technical Services; and Patricia Presby, recorder.

**20R.02.03 Public Comments:** None

**20R.02.04 Additions/Deletions/Approval of agenda:** Mr. Valle moved to approve the agenda as presented. Seconded by Mrs. Babb. Motion carried.

**20R.02.05 Consent Agenda:** Mr. Valle moved to accept the consent agenda as presented with the correction of meeting place of 2/20/20. Seconded by Mrs. Babb. Motion carried.

**Board Reports:**

**20R.02.06 Treasurer:** Mrs. Babb moved to pay checks #13258-13327 from General Checking for the amount of \$48,663.14; bill pay #GC2300-2337 for General Checking—Online Bill Pay for the amount of \$7,994.92; and bill pay #PC1519A-1536 from Payroll Checking—Online Bill Pay for the amount of \$132,765.81 for a grand total of \$189,423.87. Seconded by Mrs. Wilson. Motion carried.

**Committee Reports:**

**20R.02.07 Finance:** No report

**20R.02.08 Lapeer County Report:** None

### **Unfinished Business:**

- 20R.02.09 Strategic Plan:** Work is being done on developing a list of partnerships. A press release comes out next week in *The County Press*, and in the Progress edition. A full report of the strategic plan is on the web site and a summary of the plan is on Facebook. All staff members will have individual goals that dovetail into the strategic plan. Outreach ideas from other libraries were shared. Quarterly report of the plan is due in April.
- 20R.02.10 Budget adjustment for materials:** The submitted director's report explained the auditor's logistics of recording money from savings without readjusting the budget.
- 20R.02.11 July 4 holiday:** Mr. Valle moved to close the library on July 3, 4, and 5 since July 4<sup>th</sup> falls on a Saturday. Seconded by Mrs. Wilson. Motion carried.
- 20R.02.12 Staff manual:** The board received a copy of the staff manual at the last meeting to look over. The only change is in how PTO is given. Staff has access to the manual on line.
- 20R.02.13 Bookmobile:** The March meeting is targeted to decide if and when to take a trip to Monroe County Library System to see their bookmobile made at a factory in Columbus, Ohio.
- 20R.02.14 Director search:** The written director's report submitted indicated the availability of material and persons to help in the director search. The board members received binders of applications, interview questions, and other guidelines. By consensus, the board decided to have a special meeting (March 12) to determine which applicants to interview and what possible dates to conduct each interview. It was decided to include the MMLC director in the applicant winnowing as well as the actual interviews. Mrs. Wilson moved to have a Special Meeting on March 12 at 5:00 at the Metamora Branch Library for the purpose of determining which applicants to interview; interview dates to be April 6 at 5:30, (if needed), April 7<sup>th</sup> at 3:30 and April 8<sup>th</sup> at 3:30. Location to be determined. Seconded by Ms. Sandusky. Motion carried.

### **New Business:**

- 20R.02.15 Adding Valley Library Consortium libraries to our list of borrowers:** In the interest of serving potential borrowers on the borders of LDL and saving them the non-resident fee, expanding the LDL services to the whole consortium makes sense. LDL's web site will be updated to reflect this change. Decision will be made at the March meeting.
- 20R.02.16 Half day staff day April:** Mrs. Wilson moved to allow the libraries to close on April 17 from 12:00-5:00 to have a half day staff day with a presentation on safety from the Sheriff's department. Seconded by Mrs. Babb. Motion carried.

- 20R.02.17 Director's evaluation:** The board received the compilation of evaluations by board member Mr. Phillips.
- 20R.02.18 Collection management policy:** A written policy was submitted to the board members. Programs are included in the policy but not internet usage. Send concerns to the director. Voting on accepting the policy will be at March's board meeting.
- 20R.02.19 Potential fund raising event:** The Pier Provisioning Center owner wants to give money to the library in either the form of a fund raiser or simply writing a check. By consensus the board opted for the check.
- 20R.02.20 FOML Trustee Alliance Workshop:** Any board member can apply for the Friends of Michigan Libraries workshop on March 27.

#### **Staff Reports**

- 20R.02.21 Assistant Director for Technical Services:** A written report was submitted. Marketing Mango, a language learning program, will be highlighted in the Progress edition of the paper. It was suggested by the board to have flyers about Mango available for board township visits.
- 20R.02.22 Director's report:** A written report was submitted.

#### **Communications:**

- 20R.02.23** Lapeer Area Chamber of Commerce Business Connections (via e-mail)
- 20R.02.24** Lapeer County Community Foundation Giving Tuesday acknowledgements
- 20R.02.25** Lapeer Area Chamber of Commerce Spring Expo registration
- 20R.02.26** Michigan Library Association privacy act updates: Indicates that if a crime is committed in a library a subpoena is not required to release information.
- 20R.02.27 Board Comments or Request for Information:** None
- 20R.02.28 MMLC Report:** Mr. Valle plans to attend National Library Legislative Day in Washington D.C. May 3-5.
- 20R.02.29 Public Comments:** None
- 20R.02.30 Adjournment:** Mr. Valle moved to adjourn. Seconded by Mrs. Wilson. Motion carried. Meeting adjourned at 7:15 p.m.

**Regular Meeting: Marguerite deAngeli Library  
March 19, 2020  
Finance Committee 5:00 p.m.  
Full Board 5:30 p.m.**