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**Lapeer District Library  
Regular Meeting of June 15, 2017  
Marguerite deAngeli Branch Library  
Minutes**

**17R.06.01 CALL TO ORDER:** Mr Valle, Vice Chairperson, called the meeting to order at 2:15 p.m.

**17R.06.02 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	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	Excused

Quorum is 4. There are 6 Board members present. Mrs. Watz was excused.

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director; LDL Assistant Director for Technical Services; Dyle Henning, County Commissioner; and Pat Presby, recorder.

**17R.06.03 PUBLIC COMMENTS:** None

**17R.06.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA** – There was discussion about the Building Committee report and whether it should be on the agenda for the regular meeting or the special meeting each month. No action was taken at this time. Mr.Valle moved to approve the agenda as printed. Seconded by Mr. Alverson. Motion carried.

**17R.06.05 MINUTES** – Mr. Phillips moved to approve the minutes of May 18, 2017 Regular Meeting and June 1, 2017 Special Meeting as printed. Seconded by Mr. Mrs. Babbs. Motion carried.

**BOARD REPORTS:**

**17R.06.06** Treasurer - Mrs. Babb moved to pay checks #11709-11757 from General Checking for

the amount of \$62,695.34, pay GC#1305 – GC1333 from General Checking – Online Bill Pay for the amount of \$12,074.57, and pay PC #1133-PC1141 from Payroll Checking-Online Bill Pay for the amount of \$76,045.78 for a grand total of \$150,815.69. Seconded by Mrs. Rykhus. Motion carried.

### Committee Reports:

- 17R.06.07 Finance – no report
- 17R.06.08 Facilities - no report
- 17R.06.09 Advocacy – Mrs. Rykhus submitted a written report about ways to serve townships without libraries. The committee will continue working on the project. Ms. Malcolm also submitted a report on key questions and answers for clarification about the building project. The idea of a “Production Studio” and “Coffee Shop” might sound like “frills” for a library, but explaining how community members could use the studio or relax with a cup of coffee not necessarily in a “shop” could change the initial negative perceptions.
- 17R.06.10 Personnel – A written report was submitted

### Special meeting reports:

- 17R.06.11 Discussion centered on resetting priorities to focus on the immediate need of raising \$12.5 million. The consensus was that co-chairs for the Bond Committee need to be found as well as finding assistance with marketing. There was a question about whether there was enough time before the election in August 2018. At the next special meeting Emily Caswell from the View Newspaper Group will present information for branding and marketing ideas.
- 12R.06.12 Programs within the building – At the July 6 meeting Ann Seuryneck will submit a contract for space for FLC in the library that will be a starting point for discussion.
- 17R.06.13 Capital campaign/fundraising – no report
- 17R.06.14 Community input/involvement – no report
- 17R.06.15 Bond work – no report
- 17R.04.16 **LAPEER COUNTY REPORT:** Mr. Henning updated the Board on Lapeer County Commission business. He reported that while the overall millage rate is going down assessments are going up, the waterparks are open, exterior work on the courthouse is progressing and should be completed by Lapeer Days, and the Master Gardener program is beginning again with training in Imlay City in August.

## **UNFINISHED BUSINESS:**

- 17R.06.17** Policy: Background checks for new personnel – Ms. Malcolm submitted the policy in writing. Mr. Phillips moved to accept the policy as written. Seconded by Ms. Hill. Motion carried.

## **NEW BUSINESS:**

- 17R.06.18** Membership in Lapeer County Community Collaborative – Ms. Malcolm submitted the 2016 Year End Activity Report of the LCCC. The library benefits from being a member. The LCCC gives pledge forms to members. Since the library does not make donations for organizations but pays for memberships, Ms. Malcolm will find out if the library could be billed for a membership.
- 17R.06.19** Staff teams and fund raising – discussion centered on participation and on having a donation jar available. Consensus was there should not be a donation jar for fundraising for other organization; however, information about a project could be available for patrons if they were interested.

## **STAFF REPORTS:**

- 17R.06.20** Assistant Director for Technical Services - Ms. Brown submitted a written report.

- 17R.06.21** Directors Report: Ms. Malcolm submitted a written report.

**17R.06.22** **COMMUNICATIONS:**

1. Lapeer Area Chamber of Commerce April newsletter (via e-mail)
2. Metamora Area Chamber of Commerce membership acknowledgement

- 17R.06.23** **BOARD COMMENTS OR REQUESTS FOR INFORMATION:** None

- 17R.06.24** **MMLC REPORT:** None

- 17R.06.25** **PUBLIC COMMENTS:** None

- 17R.06.26** **ADJOURNMENT:** Mr. Alverson moved to adjourn. Seconded by Mr. Valle. Motion carried. Meeting adjourned at 3:41 pm.

**Special Meeting:  
Metamora Branch Library  
July 6, 2017  
4:30 p.m.**

**Regular Meeting:  
Marguerite deAngeli Branch Library  
July 20, 2017  
Finance Committee 1 p.m.  
Full Board 2 p.m.**

**DRAFT**