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**Lapeer District Library
Regular Meeting of October 12, 2017
Marguerite deAngeli Branch Library
Minutes**

17R.10.01 CALL TO ORDER: Mr. Valle, Vice-Chairperson, called the meeting to order at 2:05 p.m.

17R.10.02 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	Excused
Karen Rykhus	Lapeer Township	12/31/2020	Excused
Perry Valle	County (Metamora Township)	12/31/2017	Present
Jan Watz	Mayfield Township	12/31/2017	Excused

Quorum is 4. There are 4 Board members present.

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director; Yvonne Brown, LDL Assistant Director for Technical Services; and Emily Caswell of the View Newspaper Group.

17R.10.03 PUBLIC COMMENTS: None

17R.10.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA : Mrs. Babb moved to make this amendment: move Emily Caswell's report to after minutes approval. Seconded by Mrs. Hill. Motion carried.

17R.10.05 MINUTES: Mr. Alverson moved to accept the minutes of the Regular Meeting of September 21, 2017 as printed (with the correction of 17R.09.19: date FY2017 and millage rate of .8887). Seconded by Mrs. Babb. Motion carried.

BOARD REPORTS:

17R.10.06 Treasurer : Mrs. Babb moved to pay checks #11914-11955 from General Checking for the amount of \$37,619.98, bill pay #GC1426-GC1453 from General Checking-Online Bill Pay for the amount of \$12,133.10 and bill pay #PC1179-PC1187 from Payroll Checking-Online Bill Pay for the amount of \$77689.04 for a grand total of \$127,442.12. Seconded by Mr. Alverson. Motion carried.

Committee Reports:

- 17R.10.07 1. Finance : Audit firm for FY2017, FY2018, FY2019 was chosen. Ms. Malcolm recommended retaining Stewart, Beauvais and Whipple as the library's audit firm. Mrs. Babb made the motion to move auditing services to King and King CPAs, with whom she has worked for many years. Their fees are \$2300 less than Stewart, Beauvais and Whipple over the course of the three years. Seconded by Mr. Alverson. Motion carried.
- 17R.10.08 2. Facilities: No report
- 17R.10.09 3. Advocacy: No report.
- 17R.10.10 4. Personnel: Written report submitted. Discussion about Ms. Malcolm's evaluation process, wage scale for certain positions, and cost savings by contracting with the Lapeer County ISD for IT services.

17R.10.11 **UNFINISHED BUSINESS**

View Newspaper Group report: Emily Caswell asked us to encourage people to fill out the community survey. She also informed the board that anyone could request an in-person interview with Emily. At the November 16 meeting, the interactive exercise with the board will occur. An article in Sunday's paper will tell readers about the re-branding process, and give a web address for the community survey.

Special Meeting Reports:

- 17R.10.12 1. Capital campaign/fundraising: No report
- 17R.10.13 2. Family Literacy Center contract: Discussion of how to approach this.
- 17R.10.14 3. Bond work/committee: No report
- 17R.10.15 4. Community input/involvement: No report
- 17R.10.16 5. Building committee: Next meeting during the last week of October.

17R.10.17 **LAPEER COUNTY REPORT:** None

17R.10.18 **UNFINISHED BUSINESS:**

Revision of recently-approved background check policy: wording was the same as that suggested at last regular meeting. Mr. Valle expressed concern about the vetting of volunteers by their associations and schools. Mrs. Babb moved to accept the background check policy. Seconded by Mr. Alverson. Motion carried.

NEW BUSINESS:

- 17R.10.19** 1. Audit firm for FY2017, FY2018, FY2019: acted on in Finance Committee report.
- 17R.10.20** 2. Barred patron: privacy laws prevent naming the patron but in case the man decides to appeal his ban, board needs to be aware of issue. He will be allowed back into the library on October 24 and was warned in writing that a first reprimand will result in a permanent barring from the library system. Local police are aware of the issue.

STAFF REPORTS:

- 17R.10.21** Assistant Director for Technical Services - Ms. Brown submitted a written report. She also added that Staff Day was very valuable, that Elba won the contest for the best "Libraries for Life" display, and that new laptops are being purchased.
- 17R.10.22** Directors Report: Ms. Malcolm submitted a written report. In addition, gave more detail on the generosity of the Family Literacy Center in allowing us to race and advertise two camels for the price of one. The second camel is a campaign camel.

COMMUNICATIONS:

- 17R.10.23** 1. Lapeer Area Chamber of Commerce Business Connections, October 2017 (via e-mail)
2. *The Voice for America's Libraries* October 2017

17R.10.24 BOARD COMMENTS OR REQUESTS FOR INFORMATION:

Mrs. Hill reported on conversations she had with potential chairs for the ballot question committee. No success, but Curt Carter is supportive of our effort.

- 17R.10.25 MMLC REPORT:** No report. Ms. Malcolm corrected a misinterpretation regarding e-rate. The telephone reimbursement is going away but the program itself is still viable. MMLC itself will no longer apply for reimbursement, as the time spent in filing is more than the reimbursement is worth.

- 17R.10.26 PUBLIC COMMENTS:** None

- 17R.10.27 ADJOURNMENT:** Mr. Alverson moved to adjourn. Seconded by Ms Hill. Motion carried. Meeting adjourned at 3:50 pm.

**Special Meeting:
Metamora Branch Library
November 2, 2017**

4:30 p.m.

**Regular Meeting:
Marguerite deAngeli Branch Library
November 16, 2017
Finance Committee 1 p.m.
Full Board 2 p.m.**

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