

**Lapeer District Library
Regular Meeting of January 19, 2017
Annual Meeting
Marguerite deAngeli Branch Library
Minutes**

17R.01.01 CALL TO ORDER: Chairperson Watz called the meeting to order at 2:00 p.m.

17R.01.02 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Gary Phillips	County (Deerfield Township)	12/31/2019	Present
Karen Rykhus	Lapeer Township	12/31/2020	Excused
Perry Valle	County (Metamora Township)	12/31/2017	Present
Jan Watz	Mayfield Township	12/31/2017	Present
Pat Wright	County (Elba Township)	12/31/2019	Present

Quorum is 4. There are 6 Board members present.

Also in attendance are Melissa Malcolm, Lapeer District Library (LDL) Director; Yvonne Brown, LDL Assistant Director for Technical Services and Dyle Henning, County Commissioner.

17R.01.03 PUBLIC COMMENTS: Anthony Roman, LDL Page, came into the meeting to thank the Board for the card and good wishes for his graduation from Nursing School. Mrs. Wright informed the Board that she and her husband are putting their home up for sale March 1 and will be moving out of state once it has sold. She offered to remain on the Board as long as the Board would like her to or until such time as the move occurs.

17R.01.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA – *Mr. Alverson moved to approve the agenda as printed. Seconded by Mr. Phillips. Motion carried.*

17R.01.05 MINUTES – *Mr. Valle moved to approve the minutes of the December 15, 2016 Regular Meeting and January 5, 2017 Special Meeting. Seconded by Mr. Phillips. Motion carried.*

BOARD REPORTS:

17R.01.06 Treasurer— *Mrs. Babb moved to pay checks #11462-11512 from General Checking for the amount of \$65,568.77, bill pay #GC1151-GC1181 from General Checking-Online Bill Pay for the amount of \$12,069.51 and bill pay #PC1064-PC1081 from Payroll Checking –Online Bill Pay for the amount of \$133,337.00 for a grand total of \$210,975.28. Seconded by Mrs. Wright. Motion carried.*

Committee Reports:

- 17R.01.07** Finance- Mrs. Babb reported that the committee met on January 5 to discuss the telephone system and fiber build to Metamora. A written report was submitted. The committee also met, today, prior to the Board meeting to audit the bills and review the information from the January 5 meeting.
Mrs. Babb moved to approve the POTS lease with Peoma for 24 months at a cost of \$1,767.69 a month, including the potential to purchase the system for \$1.00 at the end of the lease. Seconded by Mr. Valle. Motion carried.
This expense is a normal line item in the budget. The lease has a three year service contract. There is a good possibility it would be able to roll over into the new building.
Mr. Valle moved to approve the addition of a fiber connection to the Metamora Branch at a cost of \$16,000. Seconded by Mr. Alverson. Motion carried.
This should occur sometime during 2017 and will depend on when the build poles are done. The cost of this will be handled in the current utilities budget. Once the connection is made , it will be announced via LDL marketing and advertising.
- 17R.01.08** Facilities (meeting as needed) – committee did not meet
- 17R.01.09** Marketing, now Advocacy (meeting as needed) – committee did not meet
- 17R.01.10** Personnel – A written report was submitted from the meeting of January 5. Mrs. Wright asked Board members to review the Personnel Handbook and have any concerns to the committee or Ms. Malcolm by February 2.

Special meeting reports:

- 17R.01.11** programs within building – Mr. Jensen provided two conceptual plan drawings.
- 17R.01.12** site costs - nothing at this time
- 17R.01.13** campaign committee/bond work – A Feasibility Survey Consulting Agreement with Zrimec/Wick was included in the Board packet. Ms. Malcolm will ask them to attend the February 2 Special Meeting.
- 17R.01.14** community input/involvement - nothing at this time
- Mrs. Watz reminded everyone to review the * points of the meeting of January 5 for items that need attention and asked Board members to be ready to indicate their intent/willingness to serve on the Building Committee at the February 2 meeting. Two Board members are needed to serve on the committee.
- 17R.01.15** **LAPEER COUNTY REPORT:** Mr. Henning reported that the same officers were elected as are currently serving (Gary Roy – Chairperson, Cheryl Clark – Vice Chairperson), that rules of procedures are being looked at and appropriate appointments are being made. Other items of interest – National Water Trail

Designation for the Flint River, drain, Michigan Child Care Fund approved and the capital budget approved. The repair work on the building is less than 1/4 done. Weather conditions will determine when it will be finished. Two dates announced – Clean Sweep will be April 29 and the 4-H Auction will be April 1.

UNFINISHED BUSINESS:

- 17R.01.16** Telephone system – See Finance Committee report for action taken.
- 17R.01.17** Privacy policy—*Mrs. Wright moved to approve the Privacy Policy as printed and presented to the Board at the December, 2106 meeting. Seconded by Mr. Phillips. Motion carried.*
- 17R.01.18** Purchase agreement – Ms. Malcolm reported that the counter offer from LDL was rejected by the City Commissioners. She and Mr. Parker met with Mr. Nolan and Mr. Kerbyson on January 17 to work on a compromise offer. The amount of time and possible payment if property reverts to city are issues they worked on. Ms. Malcolm hopes that action will be taken by the city at its next meeting on the compromise proposal.

NEW BUSINESS:

- 17R.01.19** By-law review – After discussion, the only item that needs attention is the change from Marketing Committee to Advocacy Committee that was acted upon at the December meeting. Ms. Malcolm will have the amended document printed. A question arose on whether or not our Board members need to take an “oath of office.” Mrs. Wright will research this
- 17R.01.20** Election of officers – Mrs. Watz appointed Mr. Alverson to preside over this portion of the meeting. *Mr. Alverson moved to elect the same slate of officers for 2017 as are currently serving. Seconded by Mrs. Babb. Motion carried.* After the vote, the meeting was again presided over by Mrs. Watz.
Officers for 2017 : Chairperson – Mrs. Watz; Vice-Chairperson – Mr. Valle, Treasurer – Mrs. Babb and Secretary – Mrs. Wright.
- 17R.01.21** Committee assignments – Mrs. Watz appointed the same committee membership, along with the same Chairpersons, for 2017 as are currently serving.
Finance – Mrs. Babb (Chairperson), Mr. Phillips, Mr. Valle
Facilities – Mr. Alverson (Chairperson), Mr. Valle, Mrs. Rykhus
Advocacy – Mrs. Rykhus (Chairperson), Mr. Alverson, Mrs. Wright
Personnel – Mrs. Wright (Chairperson), Mr. Phillips. Mrs. Watz
With no mention of a change in meeting dates or times, committees will continue as they are currently meeting : Finance 1:00 pm prior to the Regular Board meeting on the third Thursday of the month; Facilities , as needed, 10:30 am on the Monday prior to the Regular Board Meeting; Advocacy, as needed, 9:00 am on the Monday prior to the Regular Board Meeting and Personnel , as needed, 7:00 am on the first Thursday of the month.
- 17R.01.22** Credit card limit – *Mr. Phillips moved to approve the credit card limits as presented. Seconded by Mr. Valle. Motion carried.*
- 17R.01.23** Strategic plan accountability – So that progress on the individual bullet points of the Strategic Plan can be tracked and make it easier to see how things are being

accomplished, it was suggested that a written report be given to the Board at particular intervals during the year indicating specifically what has been done and/or is being done. This could also assist when the current Plan is over and a new one needs to be adopted. After discussion it was decided that Ms. Malcolm and Mrs. Brown would decide on what written reporting system will work best for them to share this information with the Board. During the first year it will be done at six month intervals. At the end of the year the delivery system and time interval will be reviewed.

- 17R.01.24** Regular reports requested – Ms. Malcolm asked that if there are certain reports that the Board is not currently receiving that they wish to receive, please let her know.

STAFF REPORTS:

- 17R.01.18** Assistant Director for Technical Services – Mrs. Brown submitted a written report. She verbally highlighted information about the new thermal receipt printers, wireless and that the largest Hoopla usage right now is audio books.

- 17R.01.19** Director's Report – Ms. Malcolm submitted a written report. She highlighted the State Aid Report and that staff evaluations are almost completed. She indicated a problem with a leak at Columbiaville is being taken care of.

17R.01.20 COMMUNICATIONS:

1. Four County Community Foundation 2016 Report to the Community
2. Letter of introduction from Executive Director of Lapeer County Community Foundation
3. Lapeer Area Chamber of Commerce January newsletter (via e-mail)
4. Lapeer Area Chamber of Commerce membership acknowledgement
5. Contract for services from Zrimec and Wick

17R.01.21 BOARD COMMENTS OR REQUESTS FOR INFORMATION:

1. Mr. Alverson thanked the Board, on behalf of his wife, Marliese, for the card after her recent heart attack. She is doing much better.
2. Mrs. Watz asked what information was found out about having AED/defibrillators. Ms. Malcolm reported that the cost range is \$1,000-\$1,400. The Community Foundation might be a source for funding.
3. Mrs. Watz asked for a clarification of "reference transactions." As per Mrs. Brown, this refers to questions from patrons.
4. Mr. Valle asked about the reference to the Elba Branch on Ms. Malcolm's FAQs for Staff. Ms. Malcolm indicated that considering its size, that it is only open 12 hours a week and it will be a mile closer to the new main branch, it could be that it is not practical to keep it open. Although this decision has not been made and it would be a few years from happening, Ms. Malcolm will contact the Elba Township Supervisor to share this information. She will also look into the background of the branch.

5. The survey notebook has not been found. Board members are to look to see if it is in their possession.
6. Mrs. Wright thanked Ms. Malcolm for the use of the copier for the Friend group.

17R.01.22 MMLC REPORT: Mrs. Wright submitted a written report. She highlighted the FOML proposal and the increase in the number of programs scheduled through MMLC from the last report. Mrs. Watz pointed out the date for the Annual meeting, reminding members to save the date.

17R.01.23 PUBLIC COMMENTS: None

17R.01.24 ADJOURNMENT: *Motion by Mr. Valle to adjourn. Seconded by Mr. Alverson. Motion carried. Meeting adjourned at 3:50 p.m.*

**Special Meeting:
Metamora Branch Library
February 2, 2017
4:30 pm**

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