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**Lapeer District Library
Regular Meeting of January 18, 2018
Marguerite deAngeli Branch Library
Minutes**

18R.01.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:00 p.m.

18R.01.02 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	Excused
Gary Phillips	County (Deerfield Township)	12/31/2019	Present
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 Melissa Malcolm, Lapeer District Library (LDL) Director; Yvonne Brown, LDL Assistant Director for Technical Services; Emily Caswell, of the View Newspaper Group; and Pat Presby, recorder.

18R.01.03 PUBLIC COMMENTS: Community member Ellen Patnaude introduced herself to the board.

18R.01.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA: Mr. Valle moved to accept the agenda as printed. Seconded by Mr. Alverson. Motion carried.

18R.01.05 MINUTES: Mr. Phillips moved to accept the minutes of December 21, 2017 Regular Meeting, Closed Session of December 21, 2017, and January 4 2018 Special Meeting (with the correction on 18S.01.07 of Mr. Perry changed to Mr. Valle.) Seconded by Mr. Valle. Motion carried.

BOARD REPORTS:

18R.01.06 Treasurer: Mrs. Babb moved to pay checks #12060-12109 from General Checking for the amount of \$289,706.05, bill pay #GC1513-GC1546 from General Checking-Online Bill Pay for the amount of \$13518.80 and bill pay #PC1213-PC1226 from Payroll Checking-Online Bill Pay for the amount of \$84,306.80 for a grand total of \$387,531.65. Seconded by Mr. Valle. Motion carried.

Committee Reports:

- 18R.01.07** 1. Finance-No report.
- 18R.01.08** 2. Facilities- Brian Kirby, Facilities Manager, submitted a written report providing items completed and items to do at each branch.
- 18R.01.09** 3. Advocacy- No meeting.
- 18R.01.10** 4. Personnel- No meeting.

Special Meeting Reports:

- 18R.01.11** 1. Bond work/committee : The next meeting of the Vote Yes! Committee will be February 6 at Louie's Sports Tavern. Board members are welcome to attend. The emphasis at this meeting will be on methods of connecting with people and groups as well as fundraising for the Vote Yes! Campaign. (Friends of deAngeli have donated \$2,000.) The web site donation button is working to accept donations also.
- 18R.01.12** 2. Community input/involvement:
- 18R.01.13** 3. Building committee: At the last Special Meeting of January 4, the Building Committee submitted written notes of their meeting. Also submitted was a report of their meeting on January 9 with the architect. He will submit a new drawing showing non-specific areas of the design.
- 18R.01.14** **LAPEER COUNTY REPORT:** No report.

UNFINISHED BUSINESS:

- 18R.01.15** 1. Report on the re-branding project: Emily Caswell gave a progress report of the re-branding of the library. She submitted a summary of community survey results and pointed out key findings. Also pertinent to re-branding were thoughts on the library's evolving logo. Social media plan, press releases, and the possible date of the brand launch were included in her presentation. A summary of a brand standards document will be submitted to the board after a meeting with LDL's director. Ms. Caswell referenced the original time line given to the board when the idea for re-branding the library was first proposed. As an aside, the newspaper will donate a logo for the Vote Yes! Campaign. The thrust of re-branding is to see the library in a different light—even in the current building.
- 18R.01.16** 2. By-law review: The board received a copy of current by-laws with highlighted areas for consideration. These included the use of a consent agenda, virtual meeting attendance, and an increase in the amount the director is authorized to approve for expenditures for new building expenses. A suggest word change (from "shall" to "may") was indicated in 8.b under Expenses. A decision will be made on these changes at the Regular Meeting on February 15.
- 18R.01.17** 3. Patron behavior policy: A more comprehensive policy outlining patron behavior was given to the board previously. The template for it was provided by LDL's lawyer and is intended to replace the one currently in use. If adopted, the new patron behavior policy will be more thorough in addressing issues such as weapons, unattended children and vulnerable adults. The patron behavior policy will be reviewed by management and staff before being sent to the board for approval.

NEW BUSINESS:

- 18R.01.18** 1. Credit card approval for 2018: A written list was submitted. Mr. Phillips moved to approve the credit card amounts for 2018 (the same as for 2017). Seconded by Mr. Valle. Motion carried.
- 18R.01.19** 2. Otter Lake parking lot use for Bike MS on September 20, 2018: Mr. Alverson moved to allow the use. Seconded by Mrs. Babb. Motion carried.
- 18R.01.20** 3. Election of officers: Ms. Malcolm conducted the election. Mr. Valle moved to accept the slate of officers. Seconded by Mrs. Babb. Motion carried.
- 18R.01.21** 4. Committee Assignments: Board members need to notify the chairwoman if he or she wants to change assignments. Decision on committee assignments will be made at the next meeting.

STAFF REPORTS:

- 18R.01.22** Assistant Director for Technical Services: Ms. Brown submitted a written report. In addition, she pointed out the library statistics sheets showing the number of LDL website visits for December at 4,887 and deAngeli people counter at 11,087.
- 18R.01.23** Director's report: Ms. Malcolm submitted a written report. In addition, samples of Lapeer County Press' Progress Edition were circulated to the board. LDL will be highlighted in this year's edition slated to come out March 4, 2018.

COMMUNICATIONS:

- 18R.01.24** 1. Lapeer Area Chamber of Commerce Business Connections, January 2018 (via e-mail)
- 18R.01.25** 2. Otter Lake Village News

BOARD COMMENTS OR REQUESTS FOR INFORMATION:

- 18R.01.26** Notification that the finance committee will meet at 1:30 p.m. starting with the next meeting.
- 18R.01.27** **MMLC REPORT:** Mr. Valle submitted a written report and included MMLC's by-law of virtual attendance meetings for the board's information. The next meeting is May 5, 2018.
- 18R.01.28** **PUBLIC COMMENTS:** None.
- 18R.01.29** **ADJOURNMENT:** Mr. Alverson moved to adjourn. Seconded by Mr. Valle. Motion carried. Meeting adjourned at 3:37 p.m.

**Special Meeting:
Metamora Branch Library
February 1, 2018
4:30 p.m.**

**Regular Meeting:
Marguerite deAngeli Branch Library
February 15, 2018
Finance Committee 1:30 p.m.
Full Board 2 p.m.**