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**Lapeer District Library
Regular Meeting of March 15, 2018
Marguerite deAngeli Branch Library
Minutes**

18R.03.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:01 p.m.

18R.03.02 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	Present
Perry Valle	County (Metamora Township)	12/31/2021	Present
Jan Watz	Mayfield Township	12/31/2021	Present

Quorum is 4. There are 6 Board members present.

Also present all members present except for Kim Hill (excused). 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.03.03 PUBLIC COMMENTS: None

18R.03.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA: Mr. Alverson moved to change the order of the agenda and have the final presentation of the branding project by Emily Caswell after the approval of the minutes. Seconded by Mr. Phillips. Motion carried.

18R.03.05 MINUTES: Mr. Alverson moved to accept the minutes of February 15, 2018 Regular Meeting and March 1, 2018 Special Meetings with the correction of next meeting times in the February 15, 2018 minutes. Seconded by Mr. Valle. Motion carried.

UNFINISHED BUSINESS:

- 18R.03.06** 1. Final presentation of the branding project: Emily Caswell submitted a written report. It included the brand audit, surveys by board, team, and community. The two key “take aways” were to emphasize the message that the library is more than books and to focus on the target demographic of two groups—0-18 year olds and millennials (19-36). The thrust should be to grow the number of patrons in the 0-36 age. New brand exposure will be during National Library Week (April 8-14, 2018). There was a reminder about logo use. The achieve consistency, anything with the “old” logo should be discarded. Also, logo color should always be the same, otherwise use all black or all white.

BOARD REPORTS:

- 18R.03.07** Treasurer: Mrs. Babb moved to pay checks #12160-12189 from General Checking for the amount of \$17,532.06, bill pay #GC1577-GC1606 from General Checking-Online Bill Pay for the amount of \$13,195.49 and bill pay #PC1235-PC1247 from Payroll Checking-Online Bill Pay for the amount of \$77,161.39 for a grand total of \$107, 888.94. Seconded by Mr. Phillips. Motion carried.

Committee Reports:

- 18R.03.08** 1. Finance: No report.
- 18R.03.09** 2. Facilities: Did not meet. No report.
- 18R.03.10** 3. Advocacy: A written report was submitted. An update was given on the status of Little Free Libraries, Computer Classes and Story Hours at township halls, and detailed plans and responsibilities for the LDL table at the Expo on April 22.
- 18R.03.11** 4. Personnel: Did not meet. No report.

Special Meeting Reports:

- 18R.03.12** 1. Bond work/ community involvement: Ms. Malcolm gave a summary of the Vote Yes committee and its sub-committees. There were 33 members present (including several educators); the next meeting is on April 3. Fundraisers are in the final planning stages.
- 18R.03.13** 2. Building Committee: Written notes were submitted from the meeting of 2/16/18.
- 18R.03.14** 3. Bond amount: In view of possible implications on building costs due to the steel tariffs, the board discussed avenues of action. The concern involves the possibility of cutting out square footage from the building

because of rising costs of steel. In addition, an extra \$100,000 is needed for bond buying costs, bringing the needed amount to \$12.6 million. The consensus of the board was to keep the bond language at \$12.6 million, while not neglecting to educate the voters of reason for the \$100,000 increase. Final approval on bond language is needed at the April board meeting. Mr. Phillips moved to keep the bond amount at \$12.6 million. Seconded by Mr. Perry. Motion carried. All informational brochures need to reflect the change and explanation. There are still concerns about bond rating costs.

LAPEER COUNTY REPORT: None

UNFINISHED BUSINESS: (continued)

18R.03.15 2. Patron behavior policy: LDL's lawyer's review of the policy indicated some areas that needed to be addressed, notably the setting up of tables and/or booths on library property. Further investigation and clarification is needed. Final vote takes place at the board's April meeting.

NEW BUSINESS:

18R.03.16 1. Meeting date for October: The Regular Meeting date of October 18, 2018 needs to be changed in view of the Director attending the MLA Conference. Mrs. Rykhus moved to change the Regular Meeting of the board to October 11, 2018. Seconded by Mrs. Babb. Motion carried.

18R.03.17 2. Ballot language for review: Board members were given a copy of the ballot language for review. Vote will be at the April meeting.

18R.03.18 3. Vouchers for fine waiver: The current thinking is that overdue book fines prevent patrons from bringing the book back at all. The library simply needs its books back; so, to that end, a system of vouchers for a fine waiver is being explored to get a patron's fine below \$4.00 making check outs possible again. (The voucher might be in the form of a volunteer opportunity, for example.)

STAFF REPORTS:

18R.03.19 Assistant Director for Technical Services—Ms. Brown submitted a written report.

18R.03.20 Director's Report—Ms. Malcolm submitted a written report. In addition, the date for the Half Day Half Way Staff Day was set for June 1, 2018 from

12-5 p.m. The outdoor sign replacement quote has been sent out to the insurance company and replacement will begin when their authorization is received.

COMMUNICATIONS:

- 18R.03.21** 1. Lapeer Area Chamber of Commerce Business Connections, (via e-mail)
18R.03.22 2. Lapeer Area Chamber of Commerce membership information

BOARD COMMENTS OR REQUESTS FOR INFORMATION:

- 18R.03.23** 1. A question arose as to the board members having an e-mail address use exclusively for library board business. Discussion followed, but no action was deemed necessary at this point.
- 18R.03.24** 2. What is the status of the sign on the building site? Is it being pursued by the building committee?
- 18R.03.25** 3. A program sheet designating space and footage is need from the architect.
- 18R.03.26** **MMLC REPORT:** No report.
- 18R.03.27** **PUBLIC COMMENTS:** None.
- 18R.03.28** **ADJOURNMENT:** Mrs. Babb moved to adjourn. Seconded by Mr. Alverson. Motion carried. Meeting adjourned at 4:37 p.m.

**Special Meeting:
Metamora Branch Library
April 5, 2018
4:30 pm**

**Regular Meeting:
Marguerite deAngeli Branch Library
April 19, 2018
Finance Committee 1:00 pm
Full Board 2:00 pm**