

**Lapeer District Library
Regular Meeting of June 16, 2016
Marguerite deAngeli Branch Library
Minutes**

16R.o6.o1 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:00 p.m.

16R.o6.o2 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2016	Present
Gary Phillips	County (Deerfield Township)	12/31/2019	Excused
Karen Rykhus	Lapeer Township	12/31/2016	Present
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.

16R.o6.o3 PUBLIC COMMENTS: None

16R.o6.o4 ADDITIONS/DELETIONS/APPROVAL OF AGENDA – *Motion by Mr. Alverson to approve the agenda as printed. Seconded by Mr. Valle. Motion carried.*

16R.o6.o5 MINUTES – *Motion by Mrs. Rykhus to approve the minutes of the May 19, 2016 Regular Meeting and the June 2, 2016 Special Meeting. Seconded by Mr. Valle. Motion carried.*

BOARD REPORTS:

16R.o6.o6 Treasurer—*Mrs. Babb moved to pay checks #20608-20613 for \$66,561.00 from Payroll Checking and #11074-#11138 for \$75,397.52 from General Checking for a grand total of \$141,958.52. Seconded by Mr. Valle. Motion carried.*

Committee Reports:

16R.o6.o7 Finance – Mrs. Babb reported the committee met prior to the Board Meeting to audit and review the bills. There was no other business.

- 16R.06.08** Facilities – Mr. Alverson submitted a written report, including information from Mr. Kirby regarding the Otter Lake parking lot. *Motion by Mr. Alverson to contract with Bennett Asphalt, for an amount not to exceed \$10,500, for the Otter Lake Branch parking lot project. Seconded by Mrs. Rykhus. Motion carried.*
- 16R.06.09** Marketing – Mrs. Rykhus reported the committee did not have a need to meet this month.
- 16R.06.10** Personnel – Mrs. Wright submitted a written report. After discussion, a consensus was reached to have Ms. Malcolm’s evaluation be a combination of the formats done in 2014 and 2015, with the rating portion being “exceeds, meets or below expectations,” and ownership of individual ratings.

Special meeting reports:

- 16R.06.11** programs within building – major agenda item for July meeting, information wanted on how other library systems handle other entities within their building
- 16R.06.12** site selection (appraisals, site costs) – keep in mind Irwin site has 3 choices
- 16R.06.13** survey status – draft from Banach reviewed, they will decide time line.
Motion by Mrs. Wright to approve the survey as printed, with the addition of the reference to “at today’s costs” being added to the paragraph on page two beginning “Architects estimate.” Seconded by Mrs. Rykhus. Motion carried.
- 16R.06.14** priority items for next special meeting – major focus programs and space usage, survey time line, Irwin proposals
- 16R.06.15** **LAPEER COUNTY REPORT:** Mr. Henning commented on the building façade restoration; the Indian Creek Drain; Health Department news including the grant for software, changing the part-time sanitarian to full-time and the grant for a cat isolation area; the water parks opening this weekend and the continuation of the tree purchasing program through the Conservation District. He reminded people of the Roast Beef dinner at the Center Building on June 23 and the LCB&T Ice Cream Social on June 17 from 11-2.

16R.06.16 UNFINISHED BUSINESS:

1. Final audit from Stewart, Beauvais and Whipple - Ms. Malcolm received no other questions or concerns about the audit. *Motion by Mr. Valle to receive and file the final audit from Stewart, Beauvias and Whipple. Seconded by Mr. Alverson. Motion carried.*
2. Strategic plan: See attached for specific language.
 - a. *Motion by Mrs. Wright to approve the “Collections” section of the Strategic plan, with the correction of the word “avail” to “available.” Seconded by Mrs. Babb. Motion carried.*

b. Technology

Heading and introductory paragraph will remain the same.

Bullet point #1 – Consider options for payment of library fines, fees, photocopies and donations.

Bullet point #2 – Research offering mobile library circulation services.

Bullet #3 – Investigate technology trends and implement as feasible.

c. July meeting topic will be Services/Programs.

d. Ms. Malcolm will share plan progress with staff for input and ideas.

NEW BUSINESS:

16R.06.17 MMLC board member from Lapeer District Library – LDL is eligible for a representative starting September 2016. It is a three year term. The MMLC Board meets 3 times a year. Board members need to let Mrs. Watz know of their interest in filling this position. Mrs. Wright indicated she is willing to serve in this position.

16R.06.18 Legal Services: Library Law Consultant and local attorney – Information from Clare Membiela, Library Law Consultant from Library of Michigan, reviewed. Her services are free. Mrs. Watz indicated that we have a variety of needs for legal services – advisory items, property and/or contracts and specific library issues. Some of these items may be able to be handled locally. She asked Board members to think about this issue and names of local attorneys that may fit our needs.

STAFF REPORTS:

16R.06.19 Assistant Director for Technical Services – Mrs. Brown submitted a written report. She highlighted the Hoopla update, explaining the difference between Hoopla and Overdrive. Email still seems to be the preferred method of receiving information, whether using a hand held device (phone) or computer.

16R.06.20 Director's Report – Ms. Malcolm submitted a written report. She commented on the Community Conversation and possible places/ways to have presentations. She also commented on the tax reimbursement issue.

16R.06.21 COMMUNICATIONS:

1. Lapeer Chamber of Commerce Business Connections, June 2016 (via e-mail)
2. Invitation to Desiree Londrigan's retirement gathering
3. Senior Celebration information

16R.06.22 BOARD COMMENTS OR REQUESTS FOR INFORMATION:

1. Mrs. Watz reported that the deAngeli Friends of the Library book sale was last week. Approximately \$2,200.00 was taken in. The group will also be having a presence at some of the Farmer's Market days.

16R.06.23 MMLC REPORT: None

16R.06.24 PUBLIC COMMENTS: None

16R.06.25 ADJOURNMENT: *Motion by Mr. Valle to adjourn. Seconded by Mr. Alverson. Motion carried.* Meeting adjourned at 3:59 p.m.

**Special Meeting:
Metamora Branch Library
July 7, 2016
4:30 pm**

**Next Meeting:
Marguerite deAngeli Branch Library
July 21, 2016
Finance Committee 1 p.m.
Full Board 2 p.m.**