

**Lapeer District Library  
Special Meeting of February 2, 2017  
4:30 pm  
Metamora Branch Library  
Minutes**

**17S.02.01 CALL TO ORDER:** Chairperson Watz called the meeting to order at 4:30 p.m.

**17S.02.02 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	Excused
Jan Watz	Mayfield Township	12/31/2017	Present
Pat Wright	County (Elba Township)	12/31/2019	Present

Quorum is 4. There are 5 Board members present.

Also present are Melissa Malcolm, Director Lapeer District Library (LDL) and Jay Zrimec of Zrimec/Wick.

**17S.02.03 ADDITIONS/DELETIONS/APPROVAL OF AGENDA –** *Motion by Mr. Alverson to approve the agenda as printed. Seconded by Mrs. Wright. Motion carried.*

**17S.02.04 PUBLIC COMMENTS:** None

**UNFINISHED BUSINESS:**

Building project – Mr. Phillips

**17S.02.05** capital campaign/fund-raising – Mr. Zrimec distributed handouts and gave a presentation about what their firm will be doing for LDL. There are two options for the Feasibility Study. One would be to just do the study, the other would be to include a Pre-Feasibility Study. A Pre-Feasibility Study: is done with a group from the community; invited individuals; approximately 25 people; to be scheduled by the end of February or beginning of March; purpose is to discuss the progress of the library project; forum handled by Mr. Zrimec and Mr. Wick. The LDL Board would do the inviting and setting up the forum. This service is provided at no extra charge. Actual Feasibility Study : he and Mr. Wick will confidentially interview 20 people; purpose of the interviews is to determine support both working and financial of the individuals and the amount that could be raised via a capital campaign; would be done by the end of March beginning of April; LDL Board would do the list of interviewees, send invitations and set days & times for interviews. After the interviews a report will be given to the LDL. At that point, LDL could continue the relationship with Zrimec/Wick by hiring them to assist with the capital campaign. Other items discussed – recognition for donors (wall, levels, naming opportunities), ways to give (matching funds, pledges, challenges) and responsible use of fund balance. It was agreed that the Board would like to include the Pre-Feasibility Study proposal.

**17S.02.06** specific program spaces and how they will work within the new facility – No firm date was gotten from Mr. Jensen on when he must know the space needs.  
\* Ms. Malcolm will get this information.  
It was agreed that both FOL and FLC will have their information to LDL by March 31. For

FOL this means the space needed both upstairs and downstairs. For FLC this means a decision from their Board on their presence in the library, including space needs for either entire or partial presence.

\*Mrs. Watz and Mrs. Wright will let FOL know this date.

\*Ms. Malcolm will let FLC know this date.

Ms. Malcolm reported through her notes that the genealogy group would like to move their collection to the new building to provide greater access for researchers.

- 17S.02.07** campaign committee/bond work – It was agreed to make this item “bond work/ committee,” instead of current heading.
- 17S.02.08** community input/involvement –  
\* Mrs. Wright will send all of the lists of potential individuals compiled thus far to Ms. Malcolm.  
It was agreed to use the lists, along with staff suggestions of other individuals, to invite 35-40 to a Pre-Feasibility Study Forum. A date for late February, early March will be selected. A list of invitees will be sent to Board members prior to the Forum.  
\*Ms. Malcolm will handle the Pre-Feasibility Study Forum.
- 17S.02.09** purchase agreement – Ms. Malcolm has had no response to her calls and emails to Mr. Parker about this. The City meets again Monday, February 6.
- 17S.02.10** bond counsel – Information received from Susan Wyngaarden. This topic will be handled at the March meeting.
- 17S.02.11** building committee – Mr. Phillips and Mr. Valle will be the Board representatives to this committee.
- 17S.02.12** key topics for next meeting  
1. Pre-Feasibility Study Forum  
2. Feasibility Study – list of people to interview  
    \* Board members need to have name suggestions for this meeting.  
3. purchase agreement  
4. Bond Counsel  
5. report on \* items

## **NEW BUSINESS**

- 17S.02.13** Mrs. Watz, as per Ms. Malcolm’s written notes, asked that John Chrastka be asked to attend one of our Special Meetings to discuss bond work.
- 17S.02.14** **PUBLIC COMMENTS:** None
- 17S.02.15** **ADJOURNMENT:** *Motion by Mr. Phillips to adjourn. Seconded by Mrs. Babb. Motion carried.* The meeting adjourned at 6:30 p.m.

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

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