

**Lapeer District Library
Regular Meeting of March 16, 2017
Metamora Branch Library
Minutes**

17R.03.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:00 p.m.

17R.03.02 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	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 7 Board members present.

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director and Yvonne Brown, LDL Assistant Director for Technical Services.

17R.03.03 PUBLIC COMMENTS: None

17R.03.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA - *Mrs. Wright moved to approve the agenda as printed with the addition of 2. Services to Burnside Township under New Business. Seconded by Mrs. Rykhus. Motion carried.*

17R.03.05 MINUTES – *Mr. Valle moved to approve the minutes of the February 16, 2017 Regular Meeting and the March 2, 2017 Special Meeting as printed. Seconded by Mr. Alverson. Motion carried.*

BOARD REPORTS:

17R.03.06 Treasurer - *Mrs. Babb moved to pay checks #11567-11618 from General Checking - Checks for the amount of \$258,561.26, bill pay #GC1212-GC1241 from General Checking-Online Bill Pay for the amount of \$13,016.02 and bill pay #PC1095-PC1106 from Payroll Checking-Online Bill Pay for the amount of \$92,381.76 for a grand total of \$363,959.04. Seconded by Mrs. Wright. Motion carried. Special mention was made of check #11618 to MERS. This represents the payments for March-December.*

Committee Reports:

17R.03.07 Finance – The money expected from the state was received. Ms. Malcolm reported that the Department Heads are working on the disbursement amounts via merit pay.

- 17R.03.08 Facilities - committee did not meet this month
- 17R.03.09 Advocacy – The committee met March 13. The main topic of discussion was the Expo being held Sunday, April 23 at the LCS Center for Innovation. Committee members are handling having all the information, the free books, our door prize and anything needed. Mrs. Rykhus and Mrs. Wright will handle set-up, the first shift and clean-up. Mrs. Watz and Mr. Phillips offered to man the booth from 1:00-3:30 p.m. Mr. Alverson and Mr. Valle will be available if needed.
- 17R.03.10 Personnel – committee did not meet this month

Special meeting reports:

The Building Committee is: Melissa Malcolm, Yvonne Brown, Bryan Kirby, Laura Fromwiller, Janelle Martin, Dena Moscheck, Gary Phillips and Perry Valle.

- 17R.03.11 programs within building – No date has been set yet for Mr. Jensen to meet with the building committee.
 A. Friends of the Library – As per the direction of the meeting of March 2, Ms. Malcolm contacted Mr. Jensen about setting up a meeting. Different responses to this request were received. Various members expressed their concern about this issue and the need to make sure that the Friends are afforded the same courtesy of access to the architectural firm as other entities have been given.
Mrs. Watz moved that Ms. Malcolm will set up a meeting between Mr. Jensen and representatives the Friends of the deAngeli Library. Seconded by Mrs. Rykhus. Motion carried. It is understood that this meeting will not require Mr. Jensen to make a special trip, but will be combined with time he will already be in Lapeer.
 B. Family Literacy Center – Bond attorney, Ms. Wyngaarden, is still researching.
- 17R.03.12 bond work/committee – Board members finalized the interview list. It is attached as part of the minutes. Zrimec and Wick (Z/W) provided a report from the two pre-feasibility meetings. Ms. Malcolm has a sample letter from Z/W for the interview process. Z/W is expecting to be able to have the interviews in April. Board members will be handling the follow-up calls to the potential interviewees after they have received their letter.
- 17R.03.13 community input/involvement – Nothing at this time.

17R.03.14 **LAPEER COUNTY REPORT:** None

UNFINISHED BUSINESS:

- 17R.03.15 Regular reports requested – None requested at this time.
- 17R.03.16 Policy: code of conduct to restrict smoking - This policy will be voted on at the next Regular Board meeting. The policy will cover all branches within the LDL.
- 17R.03.17 Policy: yard sign – New Policy will read: “The yard sign at the Marguerite deAngeli Branch of the Lapeer District Library is available to promote library programs only. Previous availability to local non-profit agencies is rescinded as of (date).” As the sign will only be used for library events, no form will be necessary. This policy will be voted on at the next Regular Board meeting.

- 17R.03.18** Policy: volunteer regarding background check –Ms. Malcolm will check with Marjanna from PayChex about this issue in regards to its affects on both volunteers and employees.

NEW BUSINESS:

- 17R.03.19** Date for May special meeting – Ms. Malcolm indicated she will not be able to attend the meeting on the scheduled date. *Mrs. Rykhus moved to change the date of the May Special Meeting from May 4 at 4:30 p.m. at the Metamora Branch to May 11 at 4:30 p.m. at the Metamora Branch. Seconded by Mr. Phillips. Motion carried.*
- 17R.03.20** Services to Burnside Township – Residents of Lapeer County can go to any library within the county for library services. Mrs. Babb indicated that besides the Clifford Branch of LDL, community members could use the Brown City Library. In the past LDL has offered computer classes at the township office in Burnside Township.

STAFF REPORTS:

- 17R.03.21** Assistant Director for Technical Services – Mrs. Brown provided a written report. She highlighted the ability to now accept credit card payments. At deAngeli, it is handled on a tablet. At the other branches, it is a manual entry on line. With the new phone system, she or Ms. Malcolm have the ability to add a special message to the beginning of the pre-recorded one. This will be valuable if there is information that needs to be conveyed in an emergency – example: a closing due to weather.
- 17R.03.22** Director's Report – Ms. Malcolm provided a written report. She added that there has been a FOIA request of all Michigan libraries regarding staff positions and salaries. Clare Membiela, the Library Law Consultant from the State, will be providing assistance with this request. She also commented on the success of the Bingo, Books & Beer event.

17R.03.23 COMMUNICATIONS:

1. Lapeer Area Chamber of Commerce March newsletter (via e-mail)
2. Lapeer Area Chamber of Commerce seeking sponsorships for Lapeer Days
3. Signed 2017 contract with Family Literacy Center.

17R.03.24 BOARD COMMENTS OR REQUESTS FOR INFORMATION:

1. Mrs. Babb reminded people of the free electronic recycling at Burnside Township on Saturday, March from 9:00 a.m. – 1:00 p.m.
2. Mrs. Wright let members know that the April Special Meeting may be her last. She will know more the first part of April. Mrs. Watz asked members to be considering the secretary position.
3. Board members should have received an e-mail notice from Stewart, Beauvais & Whipple about the LDL audit. Mrs. Watz will email her copy to any member who did not receive it.
4. Mrs. Babb and Mr. Phillips will not be at the April 6 Special Meeting.

- 17R.03.25 MMLC REPORT:** Mrs. Wright reported about the ALA support of the protection of free and open internet including opposing legislation or regulatory actions that would change that and the support of funding research involving the cause and effect of gun violence, including the prevention of firearm injuries. MMLC has again chosen people to receive grants to attend the ALA Legislative Day. Ms. Malcolm is one of the recipients.
- 17R.03.26 PUBLIC COMMENTS:** None
- 17R.03.27 ADJOURNMENT:** *Mr. Alverson moved to adjourn. Seconded by Mr. Valle. Motion carried.* Meeting adjourned at 4:27 p.m.

**Special Meeting:
Metamora Branch Library
April 6, 2017
4:30 p.m.**

**Regular Meeting:
Marguerite deAngeli Branch Library
April 20, 2017
Finance Committee 1 p.m.
Full Board 2 p.m.**