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**Lapeer District Library  
Regular Meeting of April 20, 2017  
Marguerite deAngeli Branch Library  
Minutes**

**17R.04.01 CALL TO ORDER:** Mrs. Watz, Chairperson, called the meeting to order at 2:00 p.m.

**17R.04.02 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

Quorum is 4. There are 6 Board members present.

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director and Pat Presby, recorder.

**17R.04.03 PUBLIC COMMENTS:** None

**17R.04.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA -** Mr.Valle moved to approve the agenda as printed. Seconded by Mr. Alverson. Motion carried.

**17R.04.05 MINUTES –** Mrs. Rykhus moved to approve the minutes of March 11, 2017 Regular Meeting and April 6, 2017 Special Meeting as printed. Seconded by Mr. Phillips. Motion carried.

**BOARD REPORTS:**

**17R.04.06** Treasurer - *Mrs. Babb moved to pay checks #11619-11666 from General Checking for the amount of \$30,915.45, bill pay GC1242 – GC1275 from General Checking – Online Bill Pay for the amount of \$361,974.77, and pay #PC 1107-Pc1119 from Payroll Checking-Online Bill Pay for the amount of \$76,200.60 for a grand total of \$469,090.82. Seconded by Mrs. Rykhus. Motion carried.*

## **Committee Reports:**

- 17R.04.07** Finance – Ms. Malcolm explained the figure of unrealized loss and gain in a line in the budget report, which came up during the finance committee meeting. This is part of the Ameriprise account, the addition of which to the library's QuickBooks "company" was recommended by the auditor.
- 17R.04.08** Facilities - no report
- 17R.04.09** Advocacy – Mrs. Rykhus reported that everything was ready for Sunday's Expo. There was a brief discussion on door prizes, attire, and that a therapy dog would be at the booth.
- 17R.04.10** Personnel – Report included in Board's packet for today's meeting. Discussion centered around disability concerns to be included in the staff manual. Elimination periods were made a consistent six months. Merit pay and IT discussions will be in June.

## **Special meeting reports:**

- 17R.04.11** Programs within the building: 10% of the building can be used for non-public use. Ms. Malcolm will speak to attorney about ballot language with the inclusion of the Family Literacy Center in the new building.
- 17R.04.12** Capital Campaign/Fund Raising-- Board will be getting a written report by Zrimac/Wick. Questions arose about the amount to be raised with the Capital Campaign and amount that would be paid to Zrimac/Wick if they were contracted to run the campaign.
- 17R.04.13** Community Input/Involvement—In gathering input from the community, confidentiality was emphasized to the participants. Opinions were sought from twenty local business owners and professional people. Common questions expressed by the public about the new building project were discussed.
- 17R.04.14** **LAPEER COUNTY REPORT:** None

## **UNFINISHED BUSINESS:**

- 17R.04.15** Policy: Smoking— Ms. Malcolm suggested changing the wording to all properties "managed" by LDL instead of "owned" in policy given to Board members in March.

A motion was made by Mr. Phillips to accept the policy as changed. Seconded by Mr. Valle. Motion carried.

- 17R.04.16** Policy: Yard Sign—The outdoor yard sign at deAngeli will now be only for library use. The sign form on the web page will be replaced with the new policy statement. Mr. Alverson moved to accept the new policy. Seconded by Mrs. Babb. Motion carried.
- 17R.04.17** Policy: Volunteers Regarding Background Checks-- Because volunteers and staff work with children, a background check should be required and would be a reasonable expectation of the volunteer. Discussion centered on the different levels of background checks (and their cost), "regular" volunteers vs. Friends of the Library workers at the book sales, and whether volunteers be required or simply give permission for a check. If the policy is adopted, then it would, in due course, be placed in the staff policy book and be required going forward for new staff. Ms. Malcolm will find out what other libraries do regarding volunteers and background checks and what LDL insurance covers.

#### **NEW BUSINESS:**

- 17R.04.18** MMLC Annual Joint Meeting—Six people are going: Mr. Alverson, Mr. Phillips, Mrs. Babb, Mrs. Watz, Mr. Valle, and Ms. Malcolm.
- 17R.04.19** Secretary Election—Mrs. Rykhus volunteered to be Secretary with a staff person assigned to be meeting recorder. Mr. Phillips moved to accept Mrs. Rykhus as Secretary. Seconded by Mr. Alverson. Motion carried.
- 17R.04.20** Otter Lake Lions utilizing parking lot on April 22, 2017 – Mrs. Rykhus moved to allow the Otter Lake Lions to use the library parking lot for bottle collection on April 22. Seconded by Perry Valle. Motion carried.
- 17R.04.21** MMLC Board Member Appointment— Mrs. Rykhus moved to appoint Mr. Valle. Seconded by Mrs. Babb. Motion carried.

#### **STAFF REPORTS:**

- 17R.04.22** Assistant Director for Technical Services: Ms. Brown submitted a written report. In her absence, Ms. Malcolm answered questions. The following were discussed and/or clarified: tablets for every desk (and security concerns); the request for an iPad for the fiction desk to better serve patrons; the success of one-on-one computer training vs. group classes; lack of internet access in all areas of the county. Mr. Phillips asked the board to consider going paperless.

**17R.04.23** Directors Report: Ms. Malcolm submitted a written report. The highlights were: information about the Great Michigan Read choice of X: A Novel including partnering with other county agencies; Main Street Program attendance and Lapeer demographics; notification of Board vacancy to the Chamber of Commerce; CALL meetings have been discussing library training for our Boards. Mrs. Watz added that the new trustee manual will be out this spring.

**17R.04.24** **COMMUNICATIONS:**

1. Lapeer Area Chamber of Commerce April newsletter (via e-mail)
2. Lapeer County Community Foundation Women's Fund Newsletter
3. Family Literacy Center Annual Benefit Auction invitation
4. Corkscrews and Brews Beer and Wine Tasting Event invitation

**17R.04.25** **BOARD COMMENTS OR REQUESTS FOR INFORMATION:**

1. Mrs. Rykhus questioned how starred items are determined and addressed at special meetings.
2. Mrs. Watz questioned the use of the 3-D printer and its storage at North Branch Library. Ms. Malcolm will look into how it will be scheduled.

**17R.04.26** **MMLC REPORT:** None

**17R.04.27** **PUBLIC COMMENTS:** None

**17R.04.28** **ADJOURNMENT:** *Mr. Alverson moved to adjourn, seconded by Mr. Phillips. Motion carried.* Meeting adjourned at 3:18 pm.

**Special Meeting:  
Metamora Branch Library  
May 11, 2017  
4:30 p.m.**

**Regular Meeting:  
Marguerite deAngeli Branch Library  
May 18, 2017  
Finance Committee 1 p.m.  
Full Board 2 p.m.**