

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

17S.05.01 **CALL TO ORDER:** Chairperson Mrs. Watz called the meeting to order at 4:40.

17S.05.02 **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 Director; Dennis Jensen, architect, c2ae; Cherisse Laidler, president and Pat Wright, book sale committee member, Friends of the Marguerite deAngeli Branch Library; Pat Presby, recorder for the meeting.

17S.05.03 **ADDITIONS/DELETIONS/APPROVAL OF AGENDA** – *Motion by Mrs. Babb to approve the agenda as printed. Seconded by Mr. Alverson. Motion carried.*

17S.05.04 **PUBLIC COMMENTS:** None at this time.

UNFINISHED BUSINESS:

17S.05.05 **Dennis Jensen’s Report**— After Labor Day public awareness project needs to get started. Prior to this time, meetings with branch librarians to get their input for any improvements for their building that could be included in the bond issue. Between Labor Day and November 15 there should be input from the community through forums While there might be a site plan, there would be no pictures or drawings shown at this time. . After this input, more building design and drawings by c2ae will take place.

17S.05.06 Mr. Jensen suggested that in February/March, plans for the Capital and Bond Campaigns begin. Bob McGraw, c2ae bond strategist, will help lay out a plan to run the bond campaign concurrently with the Capital Campaign. There will be a draft of the floor plans and sketches of the exterior available at this time. Mr. Jensen suggested a four week process for the capital campaign with a bond campaign usually running six weeks before the vote.

17S.05.07 Mr. Jensen emphasized that the staff input –especially those at the branches—was an important component of the design process. He reiterated that the branch staff needed to give their ideas for anything that would improve the delivery of services at their location. Mr. Jensen suggested the bond include improvements at the branches and made it clear that these were improvements, not maintenance issues. A further complication might be that some of the branch buildings are not owned by the district.

- 17S.05.08 Mr. Valle reminded everyone that there would be no “Future Site of...” sign at the recently purchased property at this time.
- 17S.05.09 Mr. Jensen reminded the board that because of the impact on the building design, he needed to know relatively soon what groups would be housed in the building (FLC and Friends and any others.)

Building Project:

- 17S.05.10 Ms. Malcolm submitted a written report. Starred items are documented by Ms. Malcolm.
- 17S.05.11 **Capital campaign/fundraising** – ZW will give their report in person on June 15.
- 17S.05.12 Mrs. Watz suggested that we continue to add names to our list to be used for the capital and bond campaigns.

Specific program spaces and how they will work within the new facility -

- 17S.05.13 Bond attorney from Foster Swift says that 10% of the building can be designated for non-government use, and, if below this threshold, the bond wording would not have to indicate that the building would house other groups. Mrs. Watz expressed the concern that nothing should be hidden from the public.
- 17S.05.14 Mr. Alverson indicated the informational brochures were not only easy to read, but also clearly presented basic facts. The board is not committed to bond attorney, Sue Weingardyn, and, since she has not been timely in her responses to Ms. Malcolm, it was suggested to use Foster Swift as the board’s bond attorney. Ms. Malcolm will address this issue.*
- 17S.05.15 The Family Literacy Center has to be more definitive about a possible lease arrangement and rent; what are their plans for the new building in terms of space? Mrs. Rykhus questioned whether our contractual services would have an impact. A discussion followed of how to determine a rent charge for FLC. Mr. Valle suggested a way: first, to determine the expenses of FLC in their current building and what it costs them per square foot to operate. Then, project what the new building would cost to operate per square foot and then determine a rent charge based on the two figures. It was determined to meet with FLC before the next board meeting.*
- 17S.05.16 Mrs. Laidler, Friends of the marguerite de Angeli Library presented a summary of the meeting between the Friends and Mr. Jensen. The consensus was that it was time for the Friends to have their own space in the new building on the lower level with permanent space for storage and sales. This will definitely have an impact on the new design. Having the Friends’ permanent space located on the lower level would also obviously impact the space needed at the upper level.
- 17S.05.17 **bond work/ committee:** Library staff is working on informational brochures with FAQ’s and facts. There is potential involvement from Z/W interviews and from the individuals writing in Sound Off column in The County Press.
- 17S.05.18 **community input /involvement:** Anyone who expressed positive thoughts at meetings or in other media could be recruited for later involvement in the building project.

- 17S.05.19** **bond counsel:** Covered in earlier discussions.
- 17S.05.20** **building committee:** Mr. Valle reported. It was decided that the meetings would not be open to the public but that brief minutes would be published and put on the library's website. It was agreed to keep information simple without much detail. The committee discussed the floor plan and the reasons for the increase in square footage from Bob Raz's report. Increase is due to collection growth, lower shelving and larger meeting room. Mrs. Watz asked the building committee what comes to the full board for approval. When the final designs are in, the board gives a point person approval to make decisions up to a certain dollar amount. If construction of a certain item goes over that amount, then the full board decides. All major decisions will be by the Board. The construction manager is also involved. Another issue is what to name the new library. That has not been decided at this time. It was agreed that the question of what will happen to the deAngeli building must be answered before the bond vote. The city needs to step in with information to counter rumors. Also, of importance is whether or not FLC is in the building and whether the Friends will have lower level space.
- 17S.05.21** The amount of space needed for the new library was identified as about 28,000 square feet. The space has increased to 35,000 square feet in the upper level with 15,000 in the lower level. Mr. Jensen identified the additional space was for genealogy, FLC, lower shelving for books, the Marguerite deAngeli room, increasing the meeting room so it can be divided, and additional space for the collection.
- 17S.05.22** key topics for next meeting –
1. Decision on bond attorney (Ms. Malcolm will follow up on this.)
 2. Mrs. Watz and Ms. Malcolm will meet with FLC.
 3. Decide on request from the Friends.
 4. The board will take action for both FLC and the Friends at the June 1 meeting.
 5. Board members will continue to add names to the current list of people for positive involvement in the building project.
 6. Ms. Malcolm will confirm that Burnside cannot leave LDL.

NEW BUSINESS:

- 17S.05.23** Mrs. Babb reported the sentiments of Burnside township residents. Their thinking was that the bond issue would go better if deAngeli was kept as a library and the houses around it could be purchased and torn down to make way for the new library. Mr. Jensen said that idea would be cost prohibitive as the district would have to purchase at least two city blocks. Burnside township wants to remove their township residents from Lapeer District . However, Ms. Malcolm stated that there is no recourse at this time as townships could have opted out of the Lapeer District when it was formed in 2002. (This still needs confirmation from attorney. mam) *Mrs. Watz asked what services could be added to convince Burnside residents (1,300 registered voters) to be more positive about the new library.

** Mr. Valle and Mrs. Babb will not be able to attend the June 1 meeting.*

17S.05.24 PUBLIC COMMENTS: Pat Wright asked the Board to 'look forward" and give great thought to the Friend's needs.

17S.05.25 ADJOURNMENT: *Mr. Phillips moved to adjourn. Seconded by Mr. Valle. Motion carried. Meeting adjourned at 6:08 p.m.*

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

**Next Special Meeting:
Metamora Branch Library
June 1, 2017
4:30 p.m.**