

**Lapeer District Library  
Regular Meeting of September 21, 2017  
Marguerite deAngeli Branch Library  
Minutes**

**17R.09.01 CALL TO ORDER:** Mrs. Watz, Chairperson, called the meeting to order at 2:00 p.m.

**17R.09.02 ROLL CALL:**

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Kim Hill	County (Hadley Township)	12/31/2019	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 7 Board members present.

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director; Yvonne Brown, LDL Assistant Director for Technical Services; Alex Petrie, of the View Newspaper Group; and Pat Presby, recorder.

**17R.09.03 PUBLIC HEARING/FY2018 BUDGET:** Ms. Malcolm submitted a budget summary. Discussion followed. Further questions and comments should be sent to Ms. Malcolm and to Mrs. Simpson, Business Manager.

**17R.09.04 PUBLIC COMMENTS:** None

**17R.09.05 ADDITIONS/DELETIONS/APPROVAL OF AGENDA :** Mr. Alverson moved to make these amendments: add to New Business a discussion of October board meeting date and move Unfinished Business to follow the Treasurer's report. Seconded by Mr. Valle. Motion carried.

**17R.09.06 MINUTES:** Mr. Phillips moved to accept the minutes of the Regular Meeting of August 17, 2017 as printed (with the correction of a typo) and the minutes of the Special Meeting of September 7, 2017 as printed. Seconded by Mr. Valle. Motion carried.

**BOARD REPORTS:**

**17R.09.07 Treasurer :** Mrs. Babb moved to pay checks #11856-11913 from General Checking for the amount of \$30518.90, bill pay #GC1395-GC1425 from General Checking-Online Bill Pay for the amount of \$12,612.24 and bill pay #PC1167-PC1178 from Payroll Checking-Online Bill Pay for the amount of \$74,523.66 for a grand total of \$117,654.80. Seconded by Mr. Valle. Motion carried.

**17R.09.08 UNFINISHED BUSINESS**

Re-branding plan/ progress: Alex Petrie, of the View Newspaper Group, submitted a written timeline for LDL's rebranding process from August 2017 to March 2018. It involves three steps: brand audit, brand identity, and communication. March 1, 2018 is the target date for the full brand launch. The Board was assured that the "man on the street" interviews would cover all areas of the county.

**Committee Reports:**

- 17R.09.09 1. Finance : No report
- 17R.09.10 2. Facilities: No report
- 17R.09.11 3. Advocacy: Mrs. Rykhus submitted a written report.
- 17R.09.12 4. Personnel: No report

**Special Meeting Reports:**

- 17R.09.13 1. Capital campaign/fundraising: No report
- 17R.09.14 2. Family Literacy Center contract: Mrs. Watz spoke with FLC. Their response was that LDL's focus should be on the new facility and passing the bond. The consensus was to be sure ample meeting room space was included in the new facility to assure that all groups , including FLC, would have space for their programs.
- 17R.09.15 3. Bond work/committee: No report
- 17R.09.16 4. Community input/involvement: No report
- 17R.09.17 5. Building committee: No formal report; however, a tangent discussion followed with ideas for calling attention to the location of the new facility. Also, department heads need to meet and review their particular "must haves" for the new library.

**17R.09.18 LAPEER COUNTY REPORT: None**

**NEW BUSINESS:**

- 17R.09.19 1. FY 2018 millage rate: Mrs. Rykhus moved to certify the millage rate of .8888. Seconded by Mrs. Babb. Motion carried.
- 17R.09.20 2. Revision of recently approved background check policy: The approved policy was submitted highlighting the wording that needed to be eliminated. A vote will be taken at the October meeting.
- 17R.09.21 3. Staff Day: The Board is invited to attend Staff Day on October 9 at the Columbiaville Community Center from 3:00-5:00 p.m. for final reports.
- 17R.09.22 4. October Board Meeting: The Board Meeting will be held on October 12.

**STAFF REPORTS:**

- 17R.09.23 Assistant Director for Technical Services - Ms. Brown submitted a written report. She also added that she attended a workshop dealing with threatening situations that might occur at a library (or any public space).

**17R.09.24** Directors Report: Ms. Malcolm submitted a written report. In addition, she reported on the status of collecting names to help with the building project. She informed the board that there is a possibility of a high school business student shadowing Ms. Simpson for a day.

**COMMUNICATIONS:**

**17R.09.25** Lapeer Area Chamber of Commerce Business Connections, September 2017 (via e-mail)

**17R.09.26 BOARD COMMENTS OR REQUESTS FOR INFORMATION:**

New board lists need to be given to board members.

**17R.09.27 MMLC REPORT:**

Mr. Valle submitted a written report. Of particular note is that according to MMLC by-laws, meetings can be conducted using conference calls. However, LDL would have to approve of this in their by-laws in order for board members to take advantage of this convenience.

**17R.09.28 PUBLIC COMMENTS:** None

**17R.09.29 ADJOURNMENT:** Mr. Alverson moved to adjourn. Seconded by Ms Hill. Motion carried. Meeting adjourned at 3:50 pm.

**Special Meeting:  
Metamora Branch Library  
October 5, 2017  
4:30 p.m.**

**Regular Meeting:  
Marguerite deAngeli Branch Library  
October 12, 2017  
Finance Committee 1 p.m.  
Full Board 2 p.m.**