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

17R.12.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:03 p.m.

17R.12.02 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; and Pat Presby, recorder.

17R.12.03 PUBLIC COMMENTS: None

17R.12.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA: Mrs. Rykhus moved to approve the agenda as printed. Seconded by Mr. Valle. Motion carried

17R.12.05 MINUTES: Mr. Alverson moved to accept the minutes of Regular Meeting of 11/16/17 and the Special Meeting of 12/7/17 (with the addition of the date January 4, 2018 for the next Special Meeting inadvertently left out). Seconded by Mr. Phillips. Motion carried.

BOARD REPORTS:

17R.12.06 Treasurer: Mrs. Babb moved to pay checks #12006-12059 from General Checking for the amount of \$89,389.88, bill pay #GC1486-GC1515 from General Checking-Online Bill Pay for the amount of \$13,156.45 and Bill Pay #PC1199-PC1212 from Payroll Checking-Online Bill Pay for the amount of \$109,748.61 for a grand total of \$212294.94. Seconded by Mr. Valle. Motion carried.

Committee Reports:

17R.12.07 1. Finance: A mileage increase will go into effect January 1. The increase is from .535 to .545.

17R.12.08 2. Facilities (meeting as needed): A meeting is scheduled for January 15, 2018.

- 17R.12.09** 3. Advocacy: A written report was submitted. A sample of a new brochure designed by LDL staff-- Library on Location—was distributed. Some township offices have them already.
- 17R.12.10** 4. Personnel: Salary adjustment are being worked on. LDL's Finance Manager moved to part time hours. A part-time marketing position might be created. Ms. Malcolm will look into what other libraries are doing in this regard.

Special Meeting Reports:

- 17R.12.11** 1. Bond work/committee: A spread sheet was given to board members to fill in indicating what community members they have contacted and the result of the contact. This way a comprehensive list can be shared at the next Special Meeting on January 4, 2018.
- 17R.12.12** 2. Community input/involvement: Facebook page is up and running. Banking concerns for Vote Yes for a New Lapeer Library are in the last stages of finalization. Donation sheets can be printed and carried with committee members as needed.
- 17R.12.13** 3. Building Committee: : The Friends president met with the building committee last week. It was agreed that the business of the library was most important and that the flow within the library was crucial to its "doing business." The architect will be here on 1/10/18 or 1/11/18 to meet with the building committee.
- 17R.12.14** **LAPEER COUNTY REPORT:** No Report.

UNFINISHED BUSINESS:

- 17R.12.15** 1. Closed session regarding banned patron: (The board did not have to go into closed session as she did not show up for the appeal.) Ms. Malcolm briefly reiterated the situation. The patron's ban has expired as of 12/14/17, and she has not been seen since the incident. Mr. Alverson moved to uphold the Director's suspension of the patron: Based on the facts and information discussed in open session, the Board moves to deny Patron Appeal No. 2017-1 and uphold the decision to enforce the Library's policy with the suspension ending on December 14, 2017. Seconded by Mr. Valle. Motion carried. As a result of this incident, the Board will review a new expanded version of Patron Behavior Policy for clarification and possible adoption.
- 17R.12.16** 2. By-Law Review: a. Under consideration is the addition of a "consent agenda" to the by-laws. A consent agenda and supporting materials would go to board members before the regular meeting. The consent agenda does not allow for discussion of items under the consent agenda, and would affect the order of business only. If it is felt that a discussion is warranted, then it would be necessary to ask that the item come off the consent agenda and go on the regular agenda. b. There was some consideration of changing the wording from "shall" to "will" or "may" regarding the payment for board meetings. The annual decision regarding this should take place before the budget is finalized. c. A possible by-law addition to consider would be for board members to phone into meetings. Phone attendance does not count toward quorum. The wording can be patterned after the by-laws of

MMLC. d. Director currently has a \$5,000 limit on spending without board approval only for building project expenses. Should this be added to the by-laws?

NEW BUSINESS:

- 17R.12.17** 1. Present code of conduct for review: Using a sample template provided by LDL's lawyer, a code of conduct that is more comprehensive than the library's current one can be developed. (The current code of conduct is one page and is posted in all branches of the library.) The board will review the Patron Behavior Policy, noting that "vulnerable adults" fit into children's issues. A copy of "Policy on Unattended Children and Vulnerable Adults" from March 2015 was included for their consideration. The policy, if adopted, will be posted on the library's website.
- 17R.12.18** 2. FY2017 budget adjustments: The chart submitted clarifies MMLC's monies for use by LDL in specific categories. Mrs. Babb moved to approve the budget adjustments as presented. Seconded by Mr. Valle. Motion carried.

STAFF REPORTS:

- 17R.12.19** Assistant Director for Technical Services: Mrs. Brown submitted a written report.
- 17R.12.20** Director's Report: Mrs. Malcolm submitted a written report.

COMMUNICATIONS:

- 17R.12.21** 1. Lapeer Area Chamber of Commerce Business Connections, December 2017 (via e-Mail)
- 17R.12.22** 2. Michigan Municipal Risk Management Authority (MMRMA) Annual Report

BOARD COMMENTS OR REQUESTS FOR INFORMATION:

- 17R.12.23** 1. Board members Mrs. Watz and Mrs. Rykhus, who are also Friends of the deAngeli Library, gave a report of their attendance at the Friends of Michigan Libraries Conference. Issues covered at the conference included considering FEMA training to mitigate damage if a disaster befell the library, measuring outcomes of programs affecting participants, and the board and staff setting the tone for a positive image of the library. Further, the issue of not charging fines came up as well as simply having auto renewal of books. A "Chart of Working Together" was submitted.
- 17R.12.24** 2. A new Michigan Public Trustee Manual is available on line with chapters on specific topics with valuable information.
- 17R.12.25** MMLC REPORT: No report. The next meeting is in January 11, 2018.
- 17R.12.26** PUBLIC COMMENTS: None.
- 17R.12.27** Closed session for the purpose of discussing director's year-end review: Mr. Alverson moved to go into closed session. Seconded by Mr. Valle. Roll Call Vote: Mr. Alverson, yes; Mrs. Babb, yes; Ms. Hill, yes; Mr. Phillips, yes; Mrs. Rykhus, yes;

Mr. Valle, yes; Mrs. Watz, yes. Motion carried.

17R.12.28 ADJOURNMENT:

**Special Meeting:
Metamora Branch Library
January 4, 2018
4:30 pm**

**Regular Meeting:
Marguerite deAngeli Branch Library
January 18, 2017
Finance Committee 1:00 pm
Full Board 2:00 pm**