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**Lapeer District Library
Special Meeting of April 5, 2018
Metamora Branch Library
Minutes**

18S.04.01 CALL TO ORDER: Mrs Watz, Chairperson, called the meeting to order at 4:31 p.m.

18S.04.02 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Excused
Charlotte Babb	County (Burnside Township)	12/31/2020	Excused
Hill Kim	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)	12/31/2021	Present
Janet Watz	Mayfield Township	12/31/2021	Present

Quorum is 4. There are 5 Board members present.

Also present are All members present except for Mrs. Babb and Mr. Alverson, both excused. Also present are Melissa Malcolm, LDL Director and Pat Presby, recorder.

18S.04.03 ADDITIONS/ DELETIONS/APPROVAL OF AGENDA: Mr. Phillips moved to accept the agenda as printed. Seconded by Mr. Valle. Motion carried.

18S.04.04 PUBLIC COMMENTS: None

UNFINISHED BUSINESS

18S.04.05 1. Building Project -

18S.04.06 a. Bond work/community involvement: An overview of comments from Facebook and the community was shared. Ms. Malcolm submitted written notes on the building project as well as detailing the communications sub-committee's plans for fundraisers for the Vote Yes committee. While the big push for the bond issue will be in June and July, there are plans in place for fundraisers, including a bowling night, a spaghetti dinner, silent auction baskets, etc. Strategies for soliciting donations were discussed. Giveaways, t-shirts, yard signs are also being planned. The finance sub-committee has developed a budget for the Vote Yes Committee. The library will be represented at the Spring Expo to give out information.

The Vote Yes Committee has one honorary chair. Discussion followed on other possible community members to be a second honorary chair, but no decision was made. Since the fundraising committee needs to solicit donations, it was suggested that the honorary chair could send letters to potential donors. The donation could be monetary or an item. The letter should be drafted by the communications sub-committee. The recommendation is to contact only known positive voters for donations by using the data base of positive voters being developed. It was agreed that targeting the youth (Key Club, Youth Council, etc.) would be another way to get more positive votes. This would have to be done quickly as summer vacation is approaching; at this time eligible high school seniors can be encouraged to register to vote.

18S.04.07

b. Building committee: The next meeting is on 4/18/18. With global library trends in mind, the committee will look at the way LDL provides service. The staff is getting the new logo on printed material, with the help of the staff of the View Newspaper Group. Questions or clarifications on ballot language and the chart for bond rates need to be addressed now before the board's vote on April 19. As an aside, following the City Commissioners' backing of the new library as well as the March 4 Progress Edition, the three letters to the editor have been positive as well as the library being busier than usual.

18S.04.08

c. Current drawing: Current building program document- c2ae submitted a space allocation document revised in February 19, 2018. This is a draft document showing space "assignments." Some questions arose about the square footage allotments; however, the board was reminded that program space will be paramount in the new building and that, as this is a draft, there will be time to make adjustments in the square footage of the various areas.

18S.04.09

e. Key topics for next meeting:

1. Sign on the new property: The architect has recommended something simple and basic using one sheet of 4x8 plywood to make two signs with bold black lettering on a white background. Discussion followed on best timing and wording. It was decided by consensus to get the opinion of the Vote Yes Committee and then the board will vote on it

18S.04.10

2. Future use of the basement: The 15,000 sq.ft. basement is designated for mechanical space, IT, storage, etc. A second set of stairs is planned; an additional elevator would add significantly to the cost of the building. The question arose as to if and when decisions on cost cutting became necessary, could the basement be made smaller? Consideration of this

question may be premature, however, as the function and utilization for both floors will be firmed up when bids for the building come in. Any building project is subject to change, but fundamentals and flow are always paramount in decision making.

18S.04.11 **NEW BUSINESS:** Bond rating was discussed.

18S.04.12 In brainstorming ways to get money for materials, ideas included an auction for naming rights, a grandparents' tree, sponsorships levels, and obtaining literacy grants.

18S.04.13 With the invitation of John Chraska of EveryLibrary to a Design Institute, LDL is once again connected with a valuable resource for the building project.

18S.04.14 Key topics for next meeting:

1. Take final vote on property sign.
2. Examine policy on naming rooms and monetary amounts needed to name a room
3. Explore getting pledges.

18S.04.15 **PUBLIC COMMENTS:** None

18S.04.16 **ADJOURNMENT:** Mr. Valle moved to adjourn. Seconded by Mr. Phillips. Motion carried. Meeting adjourned at 6:14 p.m.

**Regular Meeting:
Marguerite deAngeli Library
April 19, 2018
Finance Committee 1 p.m.
Full Board 2 p.m.**

**Special Meeting:
Metamora Branch Library
May 3, 2018
4:30 p.m.**