

The Lapeer District Library will be the community's destination for resources, education, technology and connections.

**Lapeer District Library
Regular Meeting of November 15, 2018
Metamora Branch Library
Minutes**

18R.11.01 CALL TO ORDER:

18R.11.02 ROLL CALL:

Jacquie Wilson	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)	12/31/2021	Present
Jan Watz	Mayfield Township	12/31/2021	Present

Quorum is 4. There are 7 Board members present.

Also present are Melissa Malcolm, LDL Director, Yvonne Brown, Assistant Director for Technical Services, and Pat Presby, recorder.

18R.11.03 PUBLIC COMMENTS: None

18R.11.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA: Mrs. Rykhus moved to accept the agenda as presented with the following additions: under Unfinished Business add building project and school proposal; under New Business add training schedule with specific topics. Seconded by Mr. Valle. Motion carried.

18R.11.05 CONSENT AGENDA: Mrs. Hill moved to approve the consent agenda with corrections to meeting place in Oct. 1 minutes (Metamora, not deAngeli) and correction of correct board member in Oct.6 minutes (Jacquie Wilson, not Glen Alverson). Seconded by Mrs. Babb. Motion carried.

BOARD REPORTS:

18R.11.06 Treasurer: Mrs. Babb moved to pay checks #12493-12353 from General Checking for the amount of \$49,521.41, bill pay #GC1822-GC1854 from General Checking-Online Bill Pay for the amount of \$7,941.05 and bill pay #PC1327-PC1340 from Payroll Checking—Online Bill Pay for the amount of \$114,417.10 for a grand total of \$ 171,879.56. Seconded by Mr. Valle. Motion carried.

Committee Reports:

18R.11.07 Finance: Money for the purchase of a new truck will come from the fund balance; wage adjustments are still being considered; branch improvement amounts are only estimates.

18R.11.08 Facilities: No meeting

18R.11.09 Advocacy: In addition to the written report submitted, the following information/ideas were presented and discussed:

a) Board members will attend township board meetings on a regular basis to hand out newsletters and the children's calendars letting the public know the myriad of activities and services available to them through the library. This can be done during the meeting's public time. A schedule of township meetings will be available at the board's December meeting for sign up.

b) Ways of disseminating information to new card holders were discussed.

18R.11.10 Personnel: A written report was submitted.

18R.11.11 LAPEER COUNTY REPORT: None

UNFINISHED BUSINESS:

18R.11.12 Reappoint Jacquie Wilson for city representative: A written recommendation will be sent to the city.

18R.11.13 Final FY2019 budget approval: The budget was discussed and some points were clarified, namely that budget adjustments are within broad categories, not line items. Mrs. Babb moved to accept the budget as presented, Seconded by Mrs. Rykhus. Motion carried.

18R.11.14 Fine free policy: A written summary was presented. Circulation policy and procedures are not complete. The fine free policy will be voted on at the next meeting.

18R.11.15 Building project: At this time the library is not part of Lapeer Community Schools Strategic Plan. It did not fit into LDL's time line, financial considerations, identity, and governing rules. The blending of two entities and other governing agencies seemed dubious at best. At the December 5 meeting the board will consider where to go from here for a new Lapeer library.

NEW BUSINESS:

18R.11.16 Holiday schedule for 2019: The library will be open on Good Friday with the staff having the option of using it as a floating holiday. Mrs. Rykhus moved to accept the 2019 holiday schedule. Seconded by Mr. Phillips. Motion carried.

- 18R.11.17** Meeting schedules for 2019: Mr. Phillips moved to approve the regular meeting schedule for 2019. Seconded by Mr. Valle. Motion carried. Special meeting schedule will be considered at a later time, if warranted.
- 18R.11.18** Family Literacy Center contract FY 2019: Mr. Phillips moved to accept the contract as presented. Seconded by Mr. Mr. Valle. Motion carried.
- 18R.11.19** By-Law review from Michigan Trustee Manual: LDL's lawyer will send a suggested model of by-laws for libraries for the board's perusal. (A copy of LDL's current by-laws was in the board's packet.)
- 18R.11.20** Training schedule: A brief discussion was held.

STAFF REPORTS:

- 18R.11.21** Assistant Director for Technical Services: A written report was submitted.
- 18R.11.22** Director's report: A written report was submitted.

COMMUNICATIONS:

- 18R.11.23** 1. Lapeer Area Chamber of Commerce Business Connections, (via e-mail)
- 18R.11.24** 2. Lapeer County Community Foundation #Giving Tuesday—brochures were distributed.
- 18R.11.25** 3. Lapeer Area Chamber of Commerce request for donation for Christmas decorations.
- 18R.11.26** 4. The *Voice of America's Libraries* from United for Libraries

BOARD COMMENTS OR REQUESTS FOR INFORMATION: None.

- 18R.11.27** **MMLC REPORT:** No report.
- 18R.11.28** **PUBLIC COMMENTS:** None.
- 18R.11.29** **ADJOURNMENT:** Mrs. Rykhus moved to adjourn. Seconded by Mrs. Wilson. Motion carried. Meeting adjourned at 7:48 p. m.

**Special Meeting:
Metamora Branch Library
December 6, 2018
5:30 pm**

**Regular Meeting:
Metamora Branch Library
December 20, 2018
Finance Committee 5:00 pm
Full Board 5:30 pm**