



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

**Lapeer District Library  
Regular Meeting of December 20, 2018  
Metamora Branch Library Minutes**

**18R.12.01 Call to Order:** The meeting was called to order by Chairperson Mrs. Watz at 5:42 p.m.

**18R.12.02 Roll Call:**

Jacque Wilson	City of Lapeer	12/31/2022	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	Absent
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 6 Board members present.**

Also present are Melissa Malcolm, Lapeer District Library (LDL) Director, Yvonne Brown, Assistant Director for Technical Services, and Pat Presby, recorder.

**18R.12.03 Public Comments:** None

**18R.12.04 Additions/Deletions/Approval of agenda:** Mrs. Hill moved to accept the agenda as presented. Seconded by Mr. Valle. Motion carried.

**18R.12.05 Consent Agenda:** Mr. Valle moved to approve the consent agenda. Seconded by Mrs. Babb. Motion carried.

**Board Reports:**

**18R.12.06 Treasurer:** Mrs. Babb moved to pay checks #12536-12538 from General Checking for the amount of \$34,677.54, bill pay #GC1855-GC1884 from General Checking-Online Bill Pay for the amount of \$7,568.44, and bill pay #PC1341-PC1358 from Payroll Checking-Online Bill Pay for the amount of \$149,525.46 for a grand total of \$191,871.44. Seconded by Mr. Perry. Motion carried.

**18R.12.07 Finance:** no report

**18R.12.08 Facilities:** no meeting

**18R.12.09** **Advocacy:** A written report was submitted. Board members committed to attend township meetings (sign-up sheet) on a quarterly basis with the purpose of informing township boards of the wide range of services the library provides the community.

**18R.12.10** **Personnel:** no meeting

**Lapeer County Report:**

**18R.12.11** None

**Unfinished Business:**

**18R.12.12** **Fine free policy:** LDL Director submitted a written report of fine free details. In addition, she summarized a discussion with Caro Area District Library director whose library is fine free. The discussion clarified issues on handling current outstanding fines and preventing new checkouts when other materials have not been returned. Mrs. Hill moved to accept the fine free policy. To wit: that LDL forgive all current late fines (not including non-returned or damaged items) and that LDL begin its fine free status on January 11, 2019. Seconded by Mrs. Rykhus. Motion carried.

**18R.12.13** **Building discussion:** date for ballot proposal and fund-raising Item skipped on approved agenda.

**New Business:**

**18R.12.14** Budget report: Brief discussion on why no adjustments are needed.

**18R.12.15** Staffing report: A written report was submitted. Staff directory and wage range chart were presented.

**18R.12.16** Director's evaluation: Discussion centered on board packet timeliness, timing of financial report, and clarification of the board's new proposed by-laws.

**Staff Reports**

**18R.12.17** Assistant Director for Technical Services: A written report was submitted.

**18R.12.18** Director's Report: A written report was submitted.

**Communications:**

**18R.12.19** Lapeer Area Chamber of Commerce Business Connections (via e-mail)

**18R.12.20** Donation request from Habitat for Humanity

**18R.12.21** Introductory letter from Teri Mullally, Chamber's new event coordinator

**18R.12.22** Lapeer Area Chamber of Commerce 2019 Citizen of the Year nomination form

**18R.12.23** MMRMA 2018 Annual Report (also available on line)

**Board Comments or Request for Information:**

**18R.12.24** Mileage sheets are needed.

- 18R.12.25 MMLC Report:** Retirement of director will necessitate a search for a new one. An inhouse search has begun.
- 18R.12.26 Public Comments:** None
- 18R.12.27 Adjournment:** Mr. Valle moved to adjourn. Seconded by Mrs. Hill. Motion carried. Meeting adjourned at 7:00 p.m.

**Regular Meeting: Marguerite deAngeli Branch Library  
January 17, 2019  
Finance Committee 5:00 p.m.  
Full Board 5:30 p.m.**

DRAFT