



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

**Lapeer District Library
Regular Meeting of April 18, 2019
Marguerite deAngeli Library
Minutes**

19R.04.01 Call to Order: Mrs. Watz, chairperson, called the meeting to order at 5:30 p.m.

19R.04.02 Roll Call:

Jacquie 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	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, Lapeer District Library (LDL) Director, and Patricia Presby, recorder.

19R.04.03 Public Comments: None

19R.04.04 Additions/Deletions/Approval of agenda: Mr. Phillips moved to accept the agenda as presented. Seconded by Mr. Valle. Motion carried.

19R.04.05 Consent Agenda: Mrs. Rykhus moved to approve the consent agenda. Seconded by Mrs. Hill. Motion carried.

Board Reports:

19R.04.06 Treasurer: Mrs. Babb moved to pay checks #12733-12771 from General Checking for the amount of \$61,975.69, bill pay #GC1985-GC2005 for General Checking-Online Bill Pay for the amount of \$11,167.20, and bill pay #PC1392-PC1403 for the amount of \$104,525.93, for a grand total of \$167,668.82. Seconded by Mr. Phillips. Motion carried.

Committee Reports:

19R.04.07 Finance: No further report.

19R.04.08 Facilities: No report.

19R.04.09 Advocacy: Each board member selected one or two township boards within Lapeer County to visit (during regularly scheduled meeting time) to promote the library's services to the community. Using Public Comment

time, the board member would distribute information about the programs and services available at the library. The first visit was to focus on free notary services; the second will be to promote the Michigan Activity Pass program. Quarter sheets with the library's web address can be handed out and, when appropriate, a few summer reading brochure can be distributed. Members were polled to see what townships had been visited. Results of the meetings were presented and further dates for visits were coordinated among board members.

19R.04.10 Personnel: No report.

Lapeer County Report:

19R.04.11 No report.

Unfinished Business:

19R.04.12 By-Law Review: The procedure for the by-law review is proceeding with the committee examining and discussing each section, submitting questions to LDL's lawyer and submitting amended versions to the full board for approval. Currently, the committee is waiting for a response from the lawyer.

19R.04.13 Financial policies review: Discussion centered on Section IV, Section V and Section VIII of the Public Library Purchasing Policy submitted. Specifically authorized purchases, although budgeted, still need to be approved by the board if over a certain amount, in this case \$20,000. Section V (re-occurring routine payments; authorizing procedure) needed some discussion and clarification. For Section VIII it was decided that no threshold amount would be necessary. This document will be voted upon at the May meeting after final submission to LDL's lawyer. The last drafts of three documents previously presented, discussed and changed will be submitted to the board for their final approval vote in May. The documents are: Payment by Financial Transaction Device Policy, Electronic Transactions of Public Funds Policy, and Credit Card Use Policy. Two future policy discussions will be on investments and collection development.

19R.04.14 Agenda for special meeting with Shirley Bruursema: The board generated items to be discussed at the special meeting on April 27 :

- August vote?
- Reinvigoration of bond proposal committees
- Size/cost considerations
- Correlation of building size to increase use

- Impact of North Branch “situation” in 2020
- Impact of Operating millage in 2022
- Outcome of Lapeer Community Schools bond vote in November 2019 and the library’s bond proposal
- How to sell the value of a library to the community
- How to change the “good enough” attitude of the community
- Finding “community building champions” from different walks of life

New Business:

- 19R.04.15** 5 P.M. closure the nights before Fourth of July and Thanksgiving—By consensus, the board approved of these early closings.
- 19R.04.16** Metamora façade upgrade—Victor Dzenowagis, a trustee of Metamora’s DDA, has proposed a facade upgrade to the block of buildings which includes the Metamora Branch of LDL. There would be at no cost to the library and the library would have some control over the design. The board was in agreement with the DDA’s idea.

Staff Reports

- 19R.04.17** Assistant Director for Technical Services: A written report was submitted.
- 19R.04.18** Director’s Report: A written report was submitted.

Communications:

- 19R.04.19** Lapeer Area Chamber of Commerce Business Connections (via e-mail)
- 19R.04.20** Spring Expo information: Board member attendance was finalized.
- 19R.04.21** Hold the date for Senior Celebration 2019: Oct 1

Board Comments or Request for Information:

- 19R.04.22** For the 12th consecutive year the Fire Marshall has not found a single code violation.
- 19R.04.23** **MMLC Report:** The time line for selection of a new director is: April 24 the committee determines which applicants will be interviewed; interviews take place May 13 and 14; final selection and job offer takes place in June. Duties begin October 1.
- 19R.04.24** **Public Comments:** None
- 19R.04.25** **Adjournment:** Mrs. Rykhus moved to adjourn. Seconded by Mrs. Hill. Motion carried. Meeting adjourned at 7:45 p.m.

Regular Meeting: Marguerite deAngeli Library
May 16, 2019
Finance Committee 5:00 p.m.
Full Board 5:30 p.m.