



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

**Lapeer District Library
Regular Meeting of December 19, 2019
Marguerite deAngeli Library
Minutes**

19R.12.01 Call to Order: Mrs. Watz, board chair, called the meeting to order at 5:31 pm

19R.12.02 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 Director (LDL); Yvonne Brown, Assistant Director for Technical Services; and Patricia Presby, recorder.

19R.12.03 Public Comments: None

19R.12.04 Additions/Deletions/Approval of agenda: Mrs. Rykhus moved to approve of the agenda as presented. Seconded by Ms. Wilson. Motion carried.

19R.12.05 Consent Agenda: Mr. Valle moved to accept the consent agenda as presented with the addition of the 2020 Holiday Schedule (New Business 1.) inadvertently left out of the minutes and a proofreading error with board member's name. Seconded by Mr. Phillips. Motion carried.

Board Reports:

19R.12.06 Treasurer: Mrs. Babb moved to pay checks #13167-13215 from General Checking for the amount of \$48,113.32; bill pay #GC2241-2273 for General Checking –Online Bill Pay for the amount of \$6,081.58; and bill pay payroll checking #PC1496-1508 for the amount of \$108,842.81 for a grand total of \$163,037.71. Seconded by Mr. Valle. Motion carried.

19R.12.07 Finance: Itemized budget provided.

19R.12.08 Lapeer County Report: None

Unfinished Business:

- 19R.12.09 Meeting room policy:** The board reviewed a draft of the meeting room policy. Part of the discussion centered on who can apply to use the meeting room and the feasibility of charging a fee for its use. Currently only non- profits can use the room. Staff, Friends of the Library, and Family Literacy have first priority. Staff requests standing meeting room use after October for the following year. LDL's lawyer suggested that the board discuss feasibility of private parties using the room for a fee. It was agreed that with the meeting room use in such demand that this would not be possible. Also, since tutors use common areas of the library, a fee can't be charge to them. It was decided that parking issue reminders be left out of the meeting room application. Finalization of the meeting room policy will be at the January board meeting.
- 19R.12.10 Strategic plan:** Considerable discussion took place concerning the phraseology on "Creating sustainability" page of the draft of the strategic plan with changing the word "consider" to "develop" and to omit the bond referendum year. Further, while there can be interplay of responsibilities, it was emphasized that the "Expanding Minds" section was the staff's responsibility whereas the section "Creating Sustainability" was the board's responsibility. Review and adjustment of the activity plan should be done quarterly. Mr. Phillips moved to accept the strategic plan as received with the two edits. Seconded by Mrs. Hill. Motion carried.
- 19R.12.11 Public comment policy:** According to the Public Meetings Act, board members are not required to respond to comments made by the public during designated Public Comment time.
- 19R.12.12 Potential operating millage in 2020:** The board discussed the myriad of scenarios involving the expiration of the operating millage in 2022 and the need for a millage increase. Following discussion and clarification of possibilities, there was consensus on the need for a new millage that will include the present millage as well as an additional. There was no motion or vote taken. There will be no millage vote in 2020.

New Business:

- 19R.12.13 Family Literacy Center contract for 2020 programing:** Mrs. Rykhuis moved to accept the FLC contract as presented. Seconded by Mr. Valle. Motion carried.
- 19R.12.14 Surplus in saving account:** The board can consider options for its future.

19R.12.15 Vacant board seat: A letter from Mrs. Hill stated that she will not be renewing her appointment was received and her vacancy needs to be filled. It is a county appointed position; applications are available from the county.

19R.12.16 Evaluation of director: Since the recent revision of the bylaws, there is no personnel committee to oversee the Management by Objective Performance Appraisal. Mr. Phillips agreed to compile the results sent to him. The forms will go out on January 1 and should be returned to him by January 15. Compiled results will be sent to members by the end of January. February's board meeting is designated for the director's evaluation.

Staff Reports

19R.12.17 Assistant Director for Technical services: A written report was submitted. A new addition to LDL's services is Mango, an interactive online language learning program available through the library's home page.

19R.12.18 Director's report: A written report was submitted. In addition, mention was made for a change in staff assignment, PTO notification and meeting room overflow problems when popular programs are presented.

Communications:

19R.12.19 Lapeer Area Chamber of Commerce Business Connections (via e-mail)

19R.12.20 Board Comments or Request for Information: None

19R.12.21 MMLC Report: The next meeting is January 9, 2020.

19R.12.22 Public Comments: None

19R.12.23 Adjournment: Mr. Valle moved to adjourn. Seconded by Ms. Wilson. Motion carried. Meeting adjourned at 7:46 p.m.

**Regular Meeting: Marguerite deAngeli Library
January 16, 2020
Finance Committee 5:00 p.m.
Full Board 5:30 p.m.**