



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

**Lapeer District Library  
Regular Meeting of February 21, 2019  
Marguerite deAngeli Library Minutes**

**19R.02.01 Call to Order:** The meeting was called to order by Chairperson Mrs. Watz at 5:38 p.m.

**19R.02.02 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	Excused
Karen Rykhus	Lapeer Township	12/31/2020	Excused
Perry Valle	County (Metamora Township)	12/31/2021	Present
Jan Watz	Mayfield Township	12/31/2021	Present

**Quorum is 4. There are 5 Board members present.**

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

**19R.02.03 Public Comments:** None

**19R.02.04 Additions/Deletions/Approval of agenda:** The current agenda reflects the addition of a request letter from the MS Society (now #4 in consent agenda) and an additional item under new business (request for date for Shirley Bruursema visit). (These additions were not included in the agenda e-mailed to board members earlier.) Mr. Valle moved to accept the agenda as presented. Seconded by Mrs. Hill. Motion carried.

**19R.02.05 Consent Agenda:** Mrs. Hill moved to approve the consent agenda. Seconded by Mrs. Wilson. Motion carried.

**Board Reports:**

**19R.02.06 Treasurer:** Mrs. Babb moved to pay checks #12636-12681 from General Checking for the amount of \$16,510.57, bill pay #GC1896-GC1953 for General Checking-Online Bill Pay for the amount of \$8,499.70, and bill pay #PC1363-PC1380 from Payroll Checking-Online Bill Pay for the amount of \$133,862.43 for a grand total of \$158,872.70. Seconded by Mr. Valle. Motion carried.

- 19R.02.07 Finance:** no report  
**19R.02.08 Facilities:** no report  
**19R.02.09 Advocacy:** no report  
**19R.02.10 Personnel:** no report

**19R.02.11 Lapeer County Report:** None

**Unfinished Business:**

- 19R.02.12 By-law review:** The committee has divided the by-laws into sections for review. The first section is Establishment and Membership, its powers, duties, and responsibilities. Under consideration is creating a job description to make prospective board members aware of what being a board member of LDL entails. Board member responsibilities are described in the Michigan Public Library Trustee Manual (2017). Final by-laws will be sent to LDL's lawyer for review. The next section to consider regards officers and the duties of officers. A tentative date for the next meeting has been set.
- 19R.02.13 Committee assignments:** The first person named is the chair.  
Finance—Mrs. Babb, Mr. Valle, Mrs. Watz  
Facilities--Mr. Valle, Mrs. Wilson, Mrs. Hill  
Advocacy—Mrs. Rykhus, Mrs. Wilson, Mrs. Babb  
Personnel—Mrs. Hill, Mrs. Rykhus, Mr. Phillips
- 19R.02.14 Credit card policy** (part of #3 under new business): The board was requested to look at the policies in their packets relating to money. There were three that LDL's lawyer mandated be adopted and provided the board with templates of the policies. They are: "Resolution to Approve FOIA Procedures and Guidelines," "Public Library Purchasing Policy," and "Credit Card Use Policy." Other policies that need consideration are "Payment by Financial Transaction Device Policy" which deals with accepting payments by patron credit cards and "Electronic Transaction of Public Funds Policy" which authorizes and regulates electronic transfers of public funds.
- 19R.02.15 E-library cards for middle and high school students:** Presented at the board's last meeting was the idea of issuing library cards to minors to give them access to the library's e-resources. In light of the library's current filters, the policy adopted in 2003 of requiring parental permission is obsolete. Minors can now ask for a guest pass or apply for an internet only card. Mrs. Hill moved to rescind the internet access policy of 2003 so that persons under 18 do not need a parent/guardian's signature. Seconded by Mrs. Babb. Motion carried. (Procedures to be worked out later.)

### **New Business:**

- 19R.02.16** **October meeting date:** Mrs. Babb moved to change the October board meeting date from the 17<sup>th</sup> to the 24<sup>th</sup>. Seconded by Mrs. Wilson. Motion carried.
- 19R.02.17** **Revised FOIA policy:** The revision from LDL's lawyer is already completed. Mr. Valle moved to approve the Resolution to Approve FOIA Procedures and Guidelines, a Written Public Summary and Detailed Itemization. Seconded by Mrs. Hill. Motion carried. The resolution was adopted and needs to be signed by the board's secretary.
- 19R.02.18** **Presentation of financial policies sent by Anne Seuryck:** Credit card policies noted in "Unfinished Business" #3.
- 19R.02.19** **Request for date for Shirley Bruursema:** Mrs. Bruursema had recommendations for getting a bond vote passed which included, but was not limited to, branch people being on committees, door-to-door contacts, mass mailings, and working with the Chamber of Commerce. Mrs. Bruursema will give a Saturday workshop for board members regarding the next bond vote. The exact date for her meeting was not set, but the target is to have it in April 2019.

### **Staff Reports**

- 19R.02.20** **Assistant Director for Technical Services:** A written report was submitted. Mrs. Brown pointed out on the statistical sheet how busy the Columbiaville Branch is.
- 19R.02.21** **Director's report:** A written report was submitted.

### **Communications:**

- 19R.02.22** Lapeer Area Chamber of Commerce Business Connections (via e-mail)
- 19R.02.23** Hadley Township Chamber of Commerce invitation to join
- 19R.02.24** Benefits list from Lapeer Area Chamber of Commerce

### **Board Comments or Request for Information:**

- 19R.02.25** There have been no visits to township board meetings because of the bad weather.
- 19R.02.26** Visits to township board meetings will be better in March because there will be a new newsletter to distribute to township board members, and a Children's Calendar of Activities will be available then as well. It is suggested that board members use the township's meeting public time to showcase the library's services and benefits to the community.

- 19R.02.27** The library's early opening during the very cold weather got good press. Designating the library as a warming (or cooling) center met with consensus approval by the board.
- 19R.02.28** Friends of Michigan Libraries Trustee Workshop on April 5—deadline of March 8 for notification of attendance.
- 19R.02.29** **MMLC Report:** The new director search continues. Their next meeting is March 18, 2019. The Harrison District Library is joining MMLC.
- 19R.02.30** **Public Comments:** None
- 19R.02.31** **Adjournment:** Mr. Valle moved to adjourn. Seconded by Mrs. Wilson. Motion carried. Meeting adjourned at 7:01 p.m.

**Regular Meeting: Marguerite deAngeli Library**  
**March 21, 2019**  
**Finance Committee 5:00 p.m.**  
**Full Board 5:30 p.m.**