



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

**Lapeer District Library
Regular Meeting of May 16, 2019
Marguerite deAngeli Library
Minutes**

19R.05.01 Call to Order: Mr. Valle, vice-chairman, called the meeting to order at 5:37 p.m.

19R.05.02 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	Excused
Karen Rykhus	Lapeer Township	12/31/2020	Present
Perry Valle	County (Metamora Township)	12/31/2021	Present
Jan Watz	Mayfield Township	12/31/2021	Excused

Quorum is 4. There are 5 Board members present.

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

19R.05.03 Public Comments: None

19R.05.04 Additions/Deletions/Approval of agenda: Mrs. Babb moved to approve the agenda as presented. Seconded by Mrs. Hill. Motion carried.

19R.05.05 Consent Agenda: Mrs. Babb moved to approve the consent agenda with the correction in the minutes of April 18, 2019 regular meeting's MMLC report of the correct cutoff date for application to be April 24 instead of April 15. Seconded by Mrs. Wilson. Motion carried.

19R.05.06 Minutes: Mrs. Babb moved to approve the minutes of the special meeting of April 27, 2019. Seconded by Mrs. Hill. Motion carried.

Board Reports:

19R.05.07 Treasurer: Mrs. Babb moved to pay checks #12772-12833 from General Checking for the amount of \$27,525.07, bill pay #GC2006-2039 for General Checking-Online Bill Pay for the amount of \$6,734.43, and bill pay #PC1404-1416 for the amount of \$101,287.03, for a grand total of \$135,546.53. Seconded by Mrs. Hill. Motion carried.

Committee Reports:

19R.05.08 Finance: No meeting

19R.05.09 Facilities: No meeting.

19R.05.10 Advocacy: A written report was submitted. In addition, board members gave updates on their individual visits to township board meetings. Interest was shown in the library's role in Michigan Activity Pass (M.A.P.) program. Further plans of the Advocacy committee is to distribute bookmarks noting LDL's information and various programs to be included in each township's mailing of summer property tax bills.

19R.05.11 Personnel: No meeting.

19R.05.12 Lapeer County Report: No Report

Unfinished Business:

19R.05.13 Trustee job description: The board was given a copy of a Public Library Trustee Job Description and Duties Statement from the Geneva (NY) Public Library as a possible model for LDL's trustee job description.

19R.05.14 Financial policies: Final changes made to Public Library Purchasing Policy as discussed at the last regular board meeting were submitted for a final check over. Mrs. Rykhus moved to accept the four policies: Public Library Purchasing Policy, Electronic Transfer of Public Funds Policy, Credit Card Use Policy, and Payment by Financial Transaction Device Policy. Seconded by Mrs. Hill. Roll call vote: Mrs. Babb--yes; Mrs. Rykhus—yes; Mrs. Wilson—yes; Mr. Valle—yes; Mrs. Hill—yes. Absent: Mrs. Watz and Mr. Phillips. Resolutions to approve the policies were presented as part of the board record. Motion carried.

19R.05.15 Date for next bond vote: The discussion centered on the timing of the bond vote, recommendations made by Shirley Bruursema at the Special Meeting on April 27, and the problem with a capital campaign as well as the new Strategic Plan for LDL should offer insights into making the next bond vote a success. It was agreed that a focal point should be to get out into the public more. The web page, mail box, and bank account set up for the 2018 bond vote will not be kept open. Funds from the bank account will go back to the Friends of the deAngeli Branch Library. The bond millage should still be kept in the public view and be on the library's Facebook page.

New Business:

19R.05.16 Presentation of audit by King & King (postponed): The presentation of the audit will be at the June board meeting and will be voted on then. Copies of the audit will be available for pick up or mailing to look over before the June meeting.

19R.05.17 Strategic planning service: A written proposal was submitted by Standerfer Consulting. Mrs. Rykhus moved to accept the proposal. Seconded by Mrs. Wilson. Motion carried.

19R.05.18 Donation envelopes for deAngeli collection: The fiction department head has been approached by patrons wishing to donate money for additions to the deAngeli collection. Mrs. Rykhus moved to allow donation envelopes. Seconded by Mrs. Wilson. Motion carried. The board was reminded that the Lapeer Historical Society now owns the publication rights to Copper-Toed Boots and this might be a source of revenue for the library's collection.

Staff Reports

19R.05.19 Assistant Director for Technical Services: A written report was submitted. Added to ongoing projects are needed computer upgrades.

19R.05.20 Director's report: A written report was submitted.

Communications:

19R.05.21 Lapeer Area Chamber of Commerce Business Connections (via e-mail)

19R.05.22 Lapeer Area Chamber of Commerce request for fireworks donations

19R.05.23 Board Comments or Request for Information: None

19R.05.24 MMLC Report: There were 13 applicants for the director's position. Five were interviewed; references are being checked. On June 4 the personnel committee meets to discuss the short list and on June 13 they present to the board the final decision.

19R.05.25 Public Comments: None

19R.05.26 Adjournment: Mrs. Hill moved to adjourn. Seconded by Mrs. Wilson. Motion carried. Meeting adjourned at 7:00 p.m.

Regular Meeting: Marguerite deAngeli Library

June 20, 2019

Finance Committee 5:00 p.m.

Full Board 5:30 p.m.