



Empowering our communities through resources, education, technology and connection.

**Lapeer District Library  
Special Board Meeting of March 12, 2020  
Marguerite deAngeli Library  
Minutes**

**20S.03.01** Mrs. Watz, board chair, called the meeting to order at 5:05 p.m.

**20S.03.02** Roll Call:

|                 |                             |            |         |
|-----------------|-----------------------------|------------|---------|
| Jacquie Wilson  | City of Lapeer              | 12/31/2022 | Present |
| Charlotte Babb  | County (Burnside Township)  | 12/31/2020 | Present |
| Amanda Sandusky | County (Oregon Township)    | 12/31/2023 | Present |
| Gary Phillips   | County (Deerfield Township) | 12/31/2023 | 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, LDL director; Eric Palmer, MMLC director; and Patricia Presby, recorder.

**20S.03.03 Public Comments:** None

**20S.03.04 Additions/Deletions/Approval of Agenda:** Mr. Philips moved to approve of the agenda as presented with the addition of a discussion at the end of the meeting of LDL's action plan in dealing with the pandemic. Seconded by Mrs. Rykhus. Motion carried.

### **20S.03.05 Unfinished Business:**

#### 1. Director search—review candidates for interviews:

- There were 12 candidates to review. The procedure established was to have each board member indicate whether each candidate was a viable prospect for directorship of LDL. Then, a discussion followed on each candidate's resume. Each board member's insights were taken into consideration, although the board agreed that total agreement was not necessary.
- The field was narrowed down to six candidates. Initial interviews are to be conducted by phone. A brief discussion followed on how to conduct a phone interview and the necessity of pre-arranged strategic questions. The expected duration of the phone interview would be 30 to 45 minutes. The phone interviews are scheduled for March 23 and 24 (three interviews each day).
- Second interviews will be in person and will also include a presentation by the candidate. These will take place on April 6th, 7th, and 8th.
- Each board member is asked to have five questions for the candidate and from those proposed the board will select the top five actual questions to ask the candidate. The board will have a "score sheet" and take further notes during the interview.
- One task at the next board meeting is to set up and approve special meeting times for interviews.

2. By consensus, the board gave approval to follow the protocol presented by the director for COVID-19 pandemic.

### **20S.03.06 Public Comments:** None

**20S.03.07 Adjournment:** Mr. Phillips moved to adjourn. Seconded by Ms. Sandusky. Motion carried. Meeting adjourned at 7:16 p.m.

**Regular Meeting: Via Telephone Conference**

**April 16, 2020**

**Finance Committee 5:00 p.m.**

**Full Board 5:30 p.m.**