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**Lapeer District Library
Regular Meeting of February 16, 2017
Marguerite deAngeli Branch Library
Minutes**

17R.02.01 CALL TO ORDER: Vice-Chairperson, Mr. Valle, called the meeting to order 2:00 p.m.

17R.02.02 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Present
Gary Phillips	County (Deerfield Township)	12/31/2019	Excused
Karen Rykhus	Lapeer Township	12/31/2020	Excused
Perry Valle	County (Metamora Township)	12/31/2017	Present
Jan Watz	Mayfield Township	12/31/2017	Excused
Pat Wright	County (Elba Township)	12/31/2019	Present

Quorum is 4. There are 4 Board members present.

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

17R.02.03 PUBLIC COMMENTS: None

17R.02.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA – *Mrs. Wright moved to approve the agenda as printed, with the addition under New Business of #3: Board Members having a library email address. Seconded by Mrs. Babb. Motion carried.*

17R.02.05 MINUTES – *Mr. Alverson moved to approve the minutes of the January 19, 2017 Regular Meeting and the February 2, 2017 Special Meeting as printed. Seconded by Mrs. Babb. Motion carried.*

BOARD REPORTS:

17R.02.06 Treasurer— *Mrs. Babb moved to pay checks #11513-11566 from General Checking for the amount of \$38,091.09, bill pay #GC1182-GC1211 from General Checking –Online Bill Pay for the amount of \$12,560.13 and bill pay #PC1082-PC1094 from Payroll Checking-Online Bill Pay for the amount of \$93,603.67 for a grand total of \$144,254.89. Seconded by Mrs. Wright. Motion carried.*

Committee Reports:

- 17R.02.07 Finance – The committee met prior to the Board meeting to audit the bills. There was no other business.
- 17R.02.08 Facilities - committee did not meet this month
- 17R.02.09 Advocacy - committee did not meet this month
- 17R.02.10 Personnel –committee did not meet this month

Special meeting reports:

- 17R.02.11 programs within building
 - A. Ms. Malcolm reported that FLC would accept the latest space allotment, but will not make a commitment for a move in total without a contract or at least the conditions agreed upon. Conditions include, but are not limited to, the space allotment, a time frame and a rental amount. This will be a priority item for the Special Meeting of March 2.
 - B. Mrs. Wright reported that the Friends have been touring libraries. Their Board meeting and Annual Meeting are the first part of March, so there should not be a problem with them having a finalized plan to this Board by the end of March as requested. Ms. Malcolm was asked to consider whether the public would be allowed in the lower level of the new building for book sales. This could make a difference in what space the Friends request.
- 17R.02.12 fund-raising – The Pre-Feasibility Forums will be held Tuesday, February 28 at 3:00 pm and 6:30 pm in the meeting room. Letters of invitation were sent February 13, with an RSVP requested. More letters will be sent if necessary.
- 17R.02.13 site costs – nothing at this time
- 17R.02.14 campaign committee/bond work - nothing at this time
- 17R.02.15 community input/involvement – nothing at this time
- 17R.02.16 **LAPEER COUNTY REPORT:** None

UNFINISHED BUSINESS:

- 17R.02.17 Purchase agreement - Ms. Malcolm provided a language change proposal to the Purchase Agreement proposal approved by the LDL Board at its December, 2016 Regular Meeting. The new language will replace Paragraph 3 (B) of that document. *Motion by Mrs. Wright to approve the language replacement as printed and have our attorney present it to the city. Seconded by Mrs. Babb. Motion carried.* Ms. Malcolm will follow through with this with Mr. Parker.

- 17R.02.18** Attorneys – A. Bond attorney – *Motion by Mrs. Wright to contract with Susan M. Wyngaarden with Varnum LLP to represent the LDL as its Bond Attorney as outlined in her proposal dated February 2, 2017. Seconded by Mrs. Babb. Motion carried.*
B. *Motion by Mr. Alverson to hire Anne M. Seurnyck of Foster Swift as the LDL attorney. Seconded by Mrs. Babb. Motion carried.* Mr. Valle reminded members that hiring Ms. Seurnyck does not mean that we cannot continue to look for an attorney to represent us in non-library issues. A letter of agreement with Mr. Parker was never signed.
- 17R.02.19** Regular reports requested – Ms. Malcolm requested that Board members let her know, prior to the next Regular Meeting of any reports that they would like to receive on a regular basis. This would also include anything that we are now receiving that we feel we do not need to get.
- 17R.02.20** Payment for meeting attendance –*Mrs. Wright moved to suspend, for 2017, the Board meeting pay as outlined in the LDL Board of Trustees Bylaws. Seconded by Mrs. Babb. Motion carried.*

NEW BUSINESS:

- 17R.02.21** Child Advocacy Center pinwheel display in April – *Motion by Mrs. Wright to approve the Child Advocacy Center pinwheel display on the deAngeli Library lawn for the month of April. Seconded by Mr. Alverson. Motion carried.* Their group will be responsible for placing and removing the pinwheels.
- 17R.02.22** Policy review: yard sign, smoking, volunteer –
A. yard sign – Ms. Malcolm provided a policy for use of the sign in front of deAngeli. Board members will review for action at the March meeting.
B. smoking - This has again become an issue as people are smoking in front of the entrance door. The management team has suggested language that prohibits smoking on any library property. This change in policy will be presented at a later date.
C. volunteer – currently neither employees or volunteers are required to allow a background check. This possibility will be looked at by the management team.
- 17R.02.23** Board Members having a library email address - Ms. Malcolm reported that individual email accounts cost \$120.00 a year. This issue will be discussed more at a future meeting. It could be possible to cover this expense by using money not being paid out as meeting pay.

STAFF REPORTS:

- 17R.02.24** Assistant Director for Technical Services – Mrs. Brown provided a written report. She highlighted that all of the changes being made will be done at various times so as not to overwhelm staff.

17R.02.25 Director's Report – Ms. Malcolm provided a written report. She highlighted the GrantStation (how to apply for grants and which ones would be appropriate), the on going record retention work and the need to change the May 4 Special Meeting date.

17R.02.26 COMMUNICATIONS:

1. Family Literacy Center Annual Auction
2. Annual Inspection reports from City of Lapper Fire and Rescue
3. Annual account statement from Victor E. Miller Trust
4. Lapeer Area Chamber of Commerce Spring Expo confirmation letter – Ms. Malcolm indicated she would make sure the remainder of what we owe is paid.
5. Lapeer Community Spring Expo registration
6. Lapeer Area Chamber of Commerce February newsletter (via e-mail)

17R.02.27 BOARD COMMENTS OR REQUESTS FOR INFORMATION:

1. Mrs. Wright asked if Board members could attend the Pre-Feasibility Forums. Ms. Malcolm indicated yes.
2. Mrs. Brown commented on people saying that “libraries are not needed any more” need to be aware of what happens when services we provide are not available.
3. Mr. Valle indicated that Metamora Township has the LDL flyers available for residents at the township hall.
4. Mr. Alverson asked if the money has been received yet from the state. Ms. Malcolm indicated no, not yet. Mrs. Babb reported she had heard the funds might be coming around February 21.
5. Mrs. Wright asked if Mr. Boskee had been up-dated on the Elba Branch possibilities. Ms. Malcolm reported he has and that he understands possible changes

17R.02.28 MMLC REPORT: Ms. Malcolm indicated that when Mrs. Wright steps down from this position, it can be filled with a current Board member or a Lapeer community member. Mrs. Wright assured Board members that the commitment is not overwhelming to be a part of this worthwhile group.

17R.02.29 PUBLIC COMMENTS: None

17R.02.30 ADJOURNMENT: *Motion by Mr. Alverson to adjourn. Seconded by Mrs. Babb. Motion carried.* Meeting adjourned at 3:30 p.m.

**Special Meeting:
Metamora Branch Library
March 2, 2017
4:30 pm**

**Regular Meeting:
Metamora Branch Library
March 16, 2017
Finance Committee 1 p.m.
Full Board 2 p.m.**

DRAFT