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**Lapeer District Library
Regular Meeting of May 18, 2017
Marguerite deAngeli Branch Library
Minutes**

17R.05.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 2:03 p.m.

17R.05.02 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 | Present |
| Perry Valle | County (Metamora Township) | 12/31/2017 | Present |
| Janet Watz | Mayfield Township | 12/31/2017 | Present |

Quorum is 4. There are 5 Board members present.

Also present are Melissa Malcolm, LDL Director; Yvonne Brown, LDL Assistant Director for Technical Services; Katie Simpson, Business Manager; Pat Presby, recorder; and Scot Hoskins from Stewart, Beauvais and Whipple.

17R.05.03 PUBLIC COMMENTS: None

17R.05.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA - *Mr. Valle moved to approve the agenda as printed with the exception of moving the Audit Report to follow the Minutes approval. Seconded by Mrs. Babb. Motion carried.*

17R.05.05 MINUTES – *Mr. Valle moved to approve the minutes of April 20, 2017 Regular Meeting and May 11, 2017 Special Meeting. Seconded by Mr. Alverson. Motion carried.*

BOARD REPORTS:

17R.05.06 Treasurer - *Mrs. Babb moved to pay checks #11667-11708 from General Checking – Checks for the amount of \$ 32,101.76, payments #GC1276-GC1304 from General Checking –Online Bill Pay for the amount of\$13,354.20, and payments #PC1120-PC1132 from Payroll Checking-Online Bill Pay for the amount of \$75,765.98 for a grand total of \$121,221.94. Seconded by Mr. Alverson. Motion carried.*

Committee Reports:

- 17R.05.07** Finance – Ms. Malcolm reported that the Outreach and Marketing committee has suggested a plan to have an ad and a \$1.00 off coupon in 8000 placemats at Leo's. Discussion followed. Mrs. Rykhus moved to approve of placing an ad and coupon in the placemat at Leo's. Seconded by Mr. Valle. Motion carried.
- 17R.05.08** Facilities - Mr. Alverson submitted a written report of the meeting on April 5, 2017. The report lists all maintenance needs of all the branches.
- 17R.05.09** Advocacy – Mrs. Rykhus reported on the events of the Spring Expo. Advocacy needs to extend to communities further than the city of Lapeer. Discussion on pinpointing talking points for outlying communities where LDL presence may not be obvious followed. The problem centers on those townships being in the service area but not in proximity to the main branch library. Working with the townships might include letting residents know what services are available to them through the library to putting little free libraries in township halls.
- 17R.05.10** Personnel – no report

Special meeting reports:

The Building Committee is: Melissa Malcolm, Yvonne Brown, Bryan Kirby, Laura Fromwiller, Janelle Martin, Dena Moscheck, Gary Phillips and Perry Valle.

- 17R.05.11** Programs within building – Mrs. Watz and Ms. Malcolm will meet with Ms. Shelton-Wiese and a FLC board member to find out more information about FLC having space in the new library.
- 17R.05.12** Capital campaign/ fundraising – Presentation will be made to the board on June 1.
- 17R.05.13** Community Input/Involvement — no report
- 17R.05.14** **LAPEER COUNTY REPORT:** Kim Hill has been named to the library board.

UNFINISHED BUSINESS:

- 17R.05.15** Policy: volunteer regarding background checks. Ms. Malcolm submitted a written report on background checks and liability.
- 17R.05.16** Background checks for new personnel-- It is recommended that the employment offer be conditional based on the results of a background check. The staff handbook will not need to be changed because it is only given to those who have already been hired. A background check will be for new personnel only. Ms. Malcolm will draft a policy for new employees for the June 15 meeting.

NEW BUSINESS:

- 17R.05.17** Audit presentation by Scott Hoskins from Stewart, Beauvais and Whipple-- Mr. Hoskins presented an independent internal financial audit of the LDL to the Board. He suggested that management formulate a process to track changes that might be made in QuickBooks after bills have been paid. Mrs Watz asked if the board could receive the draft of the report before the presentation. Mr. Hoskins committed to improve the time frame that would allow the board to peruse the report before the presentation. The final report is submitted to the state in June. He asked that concerns be addressed to Ms. Malcolm by Wednesday, May 24, 2017, so that she could forward them to him in a timely manner.

STAFF REPORTS:

- 17R.05.18** Assistant Director for Technical Services: Yvonne Brown submitted a written report. Highlights include infrastructure upgrades at Metamora and Columbiaville. Mrs. Watz inquired about wireless printing which would involve sending a print job to a phone application with the staff releasing the print job. Discussion followed. The consensus was that, at this time, it would too expensive per building to implement. Ms. Brown also reported that the Google migration was complete and features unavailable in Zimbra were successfully in use by the staff. New Kyocera printer/copier/fax units will be installed at a future date replacing current Canon units whose lease will expire soon.
- 17R.05.19** Directors Report: Ms. Malcolm submitted a written report. Jay Zrimec will present his full report at the June 1 meeting of the board. Ms. Malcolm reported her observations and interaction with legislators and their assistants during her

attendance of National Library Legislative Day in Washington D.C. Mrs. Watz encouraged responding to any alerts regarding IMLS. Also included in Ms. Malcolm's report was a description of a tour of two new libraries given by *Library Journal* Design Institute in Columbus on May 4 and 5.

Discussion followed about salient facts to continually address about the new library building project. They included emphasizing that needing increased space in a library is for people not for the collection; working to change negative attitudes; and the repurposing of deAngeli needs to be made known soon.

17R.05.20 COMMUNICATIONS:

1. Lapeer Area Chamber of Commerce May newsletter (via e-mail)
2. Lapeer area Chamber of Commerce follow-up letter on Spring Expo
3. Lapeer Area Chamber of Commerce request for funds for fireworks

17R.05.21 BOARD COMMENTS OR REQUESTS FOR INFORMATION:

1. Mrs. Babb asked for a fact sheet about the library to send with either the residents' tax bill or receipt. In the fact sheet the paragraph of the library millage being, on average, an increase of about \$25 per household needs to be reworded.
2. Mr. Alverson commented on the possible discussion between the City Commissioners and the County Commissioners regarding the present deAngeli location.
3. Mrs. Watz told the Board that there was a meeting about gerrymandering at Ed Tech on Thursday May 25, 2017 at 6:30 p.m. This could have impact on state and federal voting districts after the 2020 census.

17R.05.22 MMLC REPORT: None

17R.05.23 PUBLIC COMMENTS: None

17R.05.24 ADJOURNMENT: *Motion by Mr. Alverson to adjourn. Seconded by Mrs. Babb. Motion carried. Meeting adjourned at 3:52 p.m.*

**Special Meeting:
Metamora Branch Library
June 1, 2017
4:30 p.m.**

**Regular Meeting:
Metamora Branch Library
June 15, 2017
Finance Committee 1 p.m.
Full Board 2 p.m.**

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