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**Lapeer District Library
Special Meeting of June 1, 2017
Metamora Branch Library
Minutes**

17R.06.01 CALL TO ORDER: Mrs. Watz, Chairperson, called the meeting to order at 4:30 p.m.

17R.06.02 ROLL CALL:

Glenn Alverson	City of Lapeer	12/31/2018	Present
Charlotte Babb	County (Burnside Township)	12/31/2020	Excused
Kim Hill	County (Hadley Township)	12/31/2019	Present
Gary Phillips	County (Deerfield Township)	12/31/2019	Present
Karen Rykhus	Lapeer Township	12/31/2020	Present
Perry Valle	County (Metamora Township)	12/31/2017	Excused
Janet Watz	Mayfield Township	12/31/2017	Present

Quorum is 4. There are 5 Board members present.

Also present are Melissa Malcolm, LDL Director; Jay Zrimac and Bob Wick, Zrimac|Wick; Cherisse Laidler, Friends of Marguerite deAngeli Library; Pat Presby, recorder

17R.06.03 ADDITIONS/DELETIONS/APPROVAL OF AGENDA - Mr. Alverson moved to approve the agenda as printed. Seconded by Mr. Phillips. Motion carried.

17R.06.04 PUBLIC COMMENTS - Ms. Laidler, a representative of Friends of the Library, reported that the Friends met with the architect to discuss space needs in the new library. After showing him pictures of their current storage situation (Friends' garages), the architect suggested 1,500 square feet in the lower level.

UNFINISHED BUSINESS:

17R.06.05 Zrimac|Wick report-The consultants submitted a written report. Mr. Zrimac said that the consulting team thought that the second option was best given the current time situation. Discussion followed on achieving community support. Problems range from misconceptions about the size of the building to getting service groups behind the project. Also, the community needs to have positive perceptions for the

project—like this building will last for 50 to 60 years and will be able to expand the existing services even more.

The consultants recommended crafting a clear message and developing a communication and marketing plan. Next steps were as follows: determine which option to follow (recommending option two); secure leader or leaders; educate the community emphasizing why a building is needed and showing the direct benefits to the community; determine roles and time commitments of the executive director and the board members; and, finally, consider outside options for help.

The consultant team pointed out salient points in Attachment A (Fees) and Attachment B (Interviews) recommending here that particular attention be paid to what they termed “insightful” quotes. A list of suggestions for a successful millage campaign was also distributed as well as a fund development flow chart for team responsibilities.

Building Project-

- 17R.06.06** a. Capital campaign /fund raising – Zrimec/Wick present report.
- 17R.06.07** b. Specific program spaces and how they will work in the new facility—Ms. Malcolm submitted a written report. Meetings with the Family Literacy Center have taken place. Discussion centered on the FLC’s logistics of building design and the FLC’s needs, the ability to maintain their identity, and the amount of rent to charge. (Consensus was to make the charge cost neutral.) FLC’s Anne Seuryneck will present a starting point contract by the July 6 board meeting. Friends of the Marguerite deAngeli Branch Library met with Dennis Jensen on May 11 with their request for space.
- 17R.06.08** c. Bond work/committee—Ms. Malcolm reported that an informational campaign is starting to counter all the misinformation. Fortunately, the newspaper is behind the project.
- 17R.06.09** d. Community input/involvement—Letters to the editor and “Sound Off” have picked up since the newspaper report on the presentation to the county commissioners.
- 17R.06.10** e. Bond counsel—Nothing to report.
- 17R.06.11** f. Building committee—Mr. Phillips reported that the committee met to discuss space requests by the Friends and FLC. The committee recommends that the Friend’s area be on the main floor, emphasizing that visibility and accessibility would help recruit new members as well as show a positive connection between community and library. Storage would be in the basement; the facilities manager volunteered to take care of the movement of books for public book sales. The committee recommendation took into account the “cost drivers” of a basement location,

elevator and building codes, and flow of book purchasers during Friends' book sales. The result of the discussion was that more information was needed from the architect to give the pros and cons of having a basement vs. a main floor location for the Friends; the full board would vote on the decision.

17R.06.12 There was some discussion on finding a marketing firm and co-chairs for the project.

17R.06.13 g. Key topics for next meeting—

1. Work flow for circulation needs to be assessed. Ms. Malcolm to check this out with the architect.
2. FLC presentation of contract and discussion.
3. Rep. Gary Howell to be at the July 6 or July 20 meeting to receive a "thank you" from the board.
4. List of names for marketing chair.

17R.06.14 NEW BUSINESS: None

17R.06.15 PUBLIC COMMENTS: None

17R.06.16 ADJOURNMENT: Mr. Phillips moved to adjourn. Seconded by Mr. Alverson . Motion carried. Meeting adjourned at 7:23 p.m.

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

**Special Meeting:
Metamora Branch Library
July 6, 2017
4:30 p.m.**