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**Lapeer District Library  
Regular Meeting of February 15, 2018  
Marguerite deAngeli Branch Library  
Minutes**

**18R.02.01 CALL TO ORDER:** Mr. Valle, Vice-Chairperson, called the meeting to order 2:04 p.m.

**18R.02.02 ROLL CALL:**

Glenn Alverson	City of Lapeer	12/31/2018	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	Present
Karen Rykhus	Lapeer Township	12/31/2020	Excused
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 (LDL) Director; Yvonne Brown, LDL Assistant Director for Technical Services; Emily Caswell, of The View Newspaper Group; Dyle Henning, County Commissioner; and Pat Presby, recorder.

**18R.02.03 PUBLIC COMMENTS:** None

**18R.02.04 ADDITIONS/DELETIONS/APPROVAL OF AGENDA:** Mr. Phillips moved to change the order of the agenda and have the presentation of the branding project by Emily Caswell (in Unfinished Business) before Committee Reports. Seconded by Mr. Alverson. Motion carried.

**18R.02.05 MINUTES:** Mr. Phillips moved to accept the minutes of January 18, 2018 Regular Meeting and February 1, 2018 Special Meeting. Seconded by Mrs. Babb. Motion carried.

**BOARD REPORTS:**

**18R.02.06 Treasurer:** Mrs. Babb moved to pay checks #12110-12159 from General Checking for the amount of \$50,078.10, bill pay #GC1547-GC1576 from General Checking-Online Bill Pay for the amount of \$13,646.78 and bill pay #PC1227-PC1234 from Payroll Checking-Online Bill Pay for the amount of \$67,501.03 for a grand total of \$131,225.91. Seconded by Mr. Phillips. Motion carried.

**UNFINISHED BUSINESS:**

**18R.02.07** 1. Presentation of branding project by Emily Caswell- Copies of the new logo for LDL were distributed to the board. Ms. Caswell explained that the key words and ideas that kept cropping up in discussions for the development of the logo were

taken into account in the decision making of the committee, and that, in fact, there was much "healthy conversation" about the colors to be used and the elicited feeling of the new logo. She assured the board that there would be consistency in the brightness of the colors when it was printed on various media. The logo will be used in the Progress Edition of the paper on March 4, 2018 with the launch of the re-branding of LDL.

Mr. Phillips moved to accept the committee's logo design choice. Seconded by Mr. Alverson. Motion carried.

## **BOARD REPORTS: (continued)**

### **Committee Reports:**

- 18R.02.08** 1. Finance: The finance committee has discussed and recommends approval of two proposals. The first proposal is for an update for the 2018 salary schedule for professional positions, allowing for possible growth in compensation to "top of range." The second is for the creation of a 10 hour per week marketing position. No additional monies will be needed for these proposals as there has been a change in a current worker's hour from full-time to part-time. Mr. Phillips moved to accept the committee's recommendation of approval for both proposals. Seconded by Mrs. Babb. Motion carried.

## **BOARD REPORTS: (continued)**

- 18R.02.09** 2. Facilities: Did not meet.
- 18R.02.10** 3. Advocacy: Did not meet.
- 18R.02.11** 4. Personnel: Meeting minutes discussing the proposals brought forward by finance committee were distributed.

### **Special Meeting Reports:**

- 18R.02.12** 1. Bond work/committee: The Vote Yes committee is moving forward with energy. The last meeting (on February 6) had about 30 participants; it was run by Ellen Patnaude and produced enthusiastic results. As the vote approaches the general Vote Yes committee may need to meet more than once a month.
- 18R.02.13** 2. Community input/involvement: Ms. Malcolm is scheduled to give a presentation to the City Commissioners about the need for a new library facility. In the community there is anticipation that the "fate" of the deAngeli Branch Library will be given then, although it is a given that the building will not be torn down, but rather taken care of by the city in the same careful way that the old post office and the train station have been.
- 18R.02.14** 3. Building Committee: The building committee will meet on February 16 to focus on professionally produced informational materials by c2ae.

## **LAPEER COUNTY REPORT:**

- 18R.02.15 1. Dyle Henning distributed a flyer for the program for the 75<sup>th</sup> Anniversary of the Conservation District.
- 18R.02.16 2. He gave an update on the court house construction project involving the elevators and façade of the court house.
- 18R.02.17 3. A new fiber provider was named at the request of the 911 authority board.
- 18R.02.18 4. The Health Department has a new director and department heads.
- 18R.02.19 5. There was an expenditure of \$250,000 for a new county phone system.
- 18R.02.20 6. The capital expenditure budget was approved, including parking lot improvements, county cars and police department kitchen updates.

**UNFINISHED BUSINESS: (continued)**

- 18R.02.21 2. By-laws: Two changes have been made in the board's by-laws. A consent agenda and the ability of a board member to attend a meeting virtually were added. Mr. Phillips moved to accept the by-laws as presented. Seconded by Mr. Alverson. Motion carried.
- 18R.02.22 3. Patron behavior policy: Working from a template provided by lawyer Anne Seurnyck, major adjustments were made to LDL's current patron behavior policy, notably the inclusion of vulnerable adults in the children's section. This expanded policy will give credence to banning a patron from the library; staff will be required to fill out incident reports.

**NEW BUSINESS:**

- 18R.02.23 Strategic plan—six month review: The board and the director reviewed LDL's strategic plan begun in January 1, 2017. Several items were brought to the board's attention during the review.
- 18R.02.24 The Mission, Vision, and Values will change in view of the re-branding project.
- 18R.02.25 The branch staff does more selection of books, programs and special collections. Branch staff is reliable in determining what can be geared toward their unique communities.
- 18R.02.26 Other resources are available now, including hoopla, RB digital, Overdrive.
- 18R.02.27 The number of programs and services has greatly increased because the staff is encouraged and empowered to use their own special talents and interests to formulate them. An area of improvement could be with school communities. (Schools now have literacy centers instead of libraries.)
- 18R.02.28 With Libraries on Location, LDL is now able to service townships without a branch library.
- 18R.02.29 Quality staff training is achieved partly through a wide variety of webinars, including those on customer service. Some staff members are sent to programs and conferences as much as the budget allows.
- 18R.02.30 2. Half-day half-way staff day—A date in May or June that causes the least disruption to closing branches is yet to be selected for this staff day that would run

from 1:00-5:00 p.m. Mr. Phillips moved allow the half-day half-way staff day necessitating the closing of the libraries. Seconded by Ms. Hill. Motion carried.

**STAFF REPORTS:**

**18R.02.31** Assistant Director for Technical Services: Assistant Director for Technical Services— Ms. Brown submitted a written report. She reminded the board that LDL now has a wi-fi hot spot to use for programs taking place outside of the library building. This will be useful, too, for Library on Location programs. She also presented the possibility of taking the 3-D printer to Open Houses at Library on Location township offices.

**18R.02.32** Director’s Report: A written report was submitted, adding that LDL’s four page spread in the Progress Edition of the paper will cost \$1,500 and will be strictly informational with a sketch of the new building, editorial, pictures and information about the branches. She also submitted a copy of the article by Nicholas Pugliese touting LDL’s launch of an online “community calendar.”

**COMMUNICATIONS:**

**18R.02.33** 1. Lapeer Area Chamber of Commerce Business Connections, (via e-mail)

**18R.02.34** 2. Year-end financials for the Victor E. Miller Trust

**18R.02.35** 3. Camel Race invitation

**18R.02.36** 4. Registration for Spring Expo

**BOARD COMMENTS OR REQUESTS FOR INFORMATION:**

**18R.02.37** 1. Mr. Alverson gave a review and impression of his attendance at the Vote Yes meeting. He was impressed with the large number of community members there and their energy. He encouraged other board members to attend the next meeting on March 6.

**18R.02.38** 2. The board discussed concerns about the possibility of Mayfield Township’s millage request on the August ballot.

**18R.02.39** MMLC REPORT: No meeting; no report.

**18R.02.40** PUBLIC COMMENTS: None.

**18R.02.41** ADJOURNMENT: Ms. Hill moved to adjourn. Seconded by Mr. Phillips. Motion carried. Meeting adjourned at 3:44 p.m.

**Special Meeting:  
Metamora Branch Library  
March 1, 2018  
4:30 pm**

**Regular Meeting:  
Marguerite deAngeli Branch Library  
March 15, 2018  
Finance Committee 1:00 pm  
Full Board 2:00 pm**