

DEWITT DISTRICT LIBRARY BOARD

Regular Board Meeting

DeWitt District Library, Woodruff Room
13101 Schavey Road, DeWitt, Michigan 48820

May 12, 2011 Meeting Minutes

A. The meeting was called to order by President Perpich at 7:02pm.

Members Present: Paul Perpich, Diane Mosier, Bill Fullmer, Emily Fenneuff, Gale Arent and Wayne Summers.

Members Absent: Watertown Twsp vacancy.

Also Present: Library Dir. Jennifer Balcom, , George Weitzel, Watertown Twsp. Trustee.

B. Approval of Agenda: Motion to approve by Mosier, second Summers, Motion passed.

C. Approval of Minutes: Motion to approve the April 14 minutes made by Mosier, second by Summers. Approved.

Motion to approve the April 28 minutes for the Special Meeting made by Mosier, second Summers, approved.

D. Public Comment: Mr. Weitzel commented on the status of finding a dedicated person to fill the Bd. vacancy. He also noted that the Twsp Board appreciates the quality of Ms. Balcoms reports to the Twsp, and expressed regard for the quality of the operation of DDL.

E. Reports:

1. Correspondence: The board briefly discussed the DDL letter to local businesses with regard to helping to sponsor summer reading programs. Also the workshop on E-books.

2. Treasurer's Report was reviewed and placed on file. Motion by Fenneuff to approve check numbers 13355 thru 13386 with second by Fullmer. Motion passed.

3. The Director's Report was reviewed and selected items were discussed with the director for clarifications.

4. Friends of the Library: Ms. Balcom noted that the Friends recent book sale raised \$1,900.

5. Township Contract Areas: None

6. Facility Needs: None noted.

F. Budget Hearing

Summers Moved to open the Budget Hearing, second by Mosier, approved at 7:20pm. Mosier expressed appreciation for the clarity of the written budget presentation and notes prepared by the Director. Regarding the proposed changes to the staff health insurance details, Director Balcom expressed her sense that staff preferred raising their contribution to monthly premiums as opposed to reducing benefits. The Director will pursue this further. Other budget clarifications were made and discussed. Mosier moved to close the Hearing, second by Fullmer, approved at 7:50pm.

G. Annual Meeting Business

1. Review of staff salaries: No issues.

2. Election of Officers: Mosier moved to nominate Perpich for another term as President, second Fullmer, approved. Perpich moved to nominate Summers for another term as Vice President, second Mosier, approved. Summers moved to nominate Fenneuff for another term as Treasurer, second Mosier, approved. Fenneuff moved to nominate Fullmer for another term as Secretary, second Mosier, approved.

3. Review of by-laws, policies and procedures: Director Balcom will bring specific issues to the board at the next meeting. With regard to this section Arent raised questions about the Boards procedure for having an annual discussion with the Director regarding performance against goals and objectives, and objectives for the coming year. After discussion Perpich made clear he will seek input from Board members before meeting with the Director, and issue a summary to the members before the next meeting.

H. Pending Business: None

I. New Business:

1. Staff Inservice: The Director noted that the library needs to arrange a staff inservice and prefers Sept. 16, 2011. Summers moved and Mosier seconded to close the library on Friday Sept. 16 so that a staff in-service can occur. Motion was approved. The board further suggested arranging a staff appreciation event immediately following the in-service, similar to last year.

2. Self Check-out: The Director pointed out an article on self-checkout noting that it is a strong wave going throughout the country. The Director clarified that while she is having discussions with vendors, it would likely be a few months before we had sufficient information to move on this issue.

3. Non-resident Library Cards: The board discussed need to give consideration to charging out of district patrons for having a Library card. The issue arises periodically when local patrons who pay taxes to help finance library operations learn that out of district people currently don't pay to use the core non-fee services of the library. The board did raise the possibility of reciprocal agreements with surrounding library districts, and the Director will gather some information in this regard. No further action is planned until more information is available.

4. Library Website Analytics: The Director noted the analytic report on use of our website attached to the board packet. She answered questions and clarified what some measures were based on. She also clarified there was no cost in gaining access to this data, which should be of great value over the ensuing months and years.

J. Public/Board Comments: Board member Fullmer inquired about the status of getting name tags for staff and the Director noted that it will likely be done in July as well as having staff use their name when answering phone calls.

K. Adjournment: The meeting was adjourned at 8:39pm.

Next Meeting: Regular meeting June 9, 2011, 7:00 p.m. @ DDL

Respectfully Submitted by Bill Fullmer, Secretary.