

DeWITT PUBLIC LIBRARY BOARD

REGULAR MEETING

DeWitt Public Library, Woodruff Room
13101 Schavey Rd, DeWitt, MI 48820

January 14, 2010

Members Present: Wayne Summers, Diane Mosier, Paul Perpich, Harriett Smith, Gale Arent, Bill Fullmer and Sarah Gustafson.

Members Absent: None.

Also Present: Jennifer Balcom – Library Director, Lael Lineberry - Friends of the Library.

A. Call to order: 7:00 p.m. by President Wayne Summers.

B. Approval of Agenda: Motion to approved updated agenda by Perpich, second by Fullmer. Unanimous.

C. Approval of minutes: For December 10, 2009 - Motion to approve by Fullmer, second by Smith. Unanimous.

D. Public Comment: None

E. Reports

1. Correspondence: Discussed and placed on file.

2. Treasurers Report: Discussed and placed on file

Motion to place check register report on file that includes issued check numbers 12621 through 12673 by Gustafson, second by Fullmer. Unanimous. Director also provided current balances on the library bank accounts.

3. Directors Report: Discussed and placed on file.

4. Friends of the Library: The Friends are holding a Used Book Sale on February 13th at the Community Center. Elections will be held on March 22nd.

5. Township contract area: None

6. Facility Needs: None

F. Pending Business

1. Library Branding: Director presented a draft of the new website, library card and letterhead templates. She is continuing on the implementation of the new logo.

2. Strategic Planning: Discussed timeline for Library Strategic Planning Process. Due to time and budget constraints, it was decided to wait until after the Millage Renewal to begin working on the Strategic Plan.

3. Millage Renewal: Director will work on preparing a Fact Sheet for the Millage Renewal to bring to February Meeting.

G. New Business

1. Circulation Policies: Discussed making revisions to circulation policy. Reviewed Loaning of Library Materials, pages 9-11 of the Library's Operational Policy. Will continue discussion at next meeting.

2. 2010 Board Meeting Schedule: Motion to approve the following 2010 Board Meeting Dates - January 14th, February 11th, March 11th, April 15th, May 13th, June 10th, July 8th, August 12th,

September 9th, October 14th, November 11th and December 9th was unanimously approved by roll call vote.

3. Director Evaluations: Summers and Perpich met with Director to discuss her evaluation and set goals for the year. Due to the current economy and budget constraints, Director requested a pay freeze for this year.
4. Computer Upgrades: Currently, the library is three versions behind in Sirsi updates. In order to make these updates, the Director needs an eight hour time block with no Sirsi activity. The Director has recommended closing the library on a Friday in February to make these updates. She will follow-up on a specific date and post the closure date.

H. Board Member Comment: None

I. Public Comment: None

J. Adjournment: Adjourned 9:20 p.m.

Next meeting: Regular Meeting on February 11th at 7:00 p.m. at DeWitt Public Library, Woodruff Room.

Respectfully submitted: Sarah Gustafson, Board secretary