

DEWITT DISTRICT LIBRARY (DDL) BOARD

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

October 8, 2015 Meeting Minutes

A. The meeting was called to order by President Byars at 5:00 PM.

Members Present: Brian Byars, Lysne Tait, Bill Fullmer (departed at 6:10 PM), Paul Perpich, and Wayne Summers.

Also Present: Director, Jennifer Balcom and Assistant Director, Mindy Schafer.

Members Absent: Emily Fenneuff and Matt Boeve

B. Approval of Agenda: Summers moved to approve the agenda with the addition of #5 under Pending Business, Patron Behavior policy. Perpich second. Motion approved unanimously.

C. Consent Agenda

1. Approval of September 10 Minutes;
2. Treasurer Report: September checks, and FY 2015-16 budget to actual report through September, 2015.

D. Public Comment: None

E. Reports:

1. Correspondence – None
2. Director's Report - Director Balcom highlighted a few issues mentioned in the report and noted that middle school teens are causing some disturbance after school is dismissed. Balcom and Mindy Schafer described a few approaches they are implementing to help address this. Also, noted that brick structures as part of the library sign and utility screen are in serious need of repair. Bricks are falling down.
3. Friends of the Library - Not much happening at this time.

F. Pending Business:

1. Library Strategic Plan - The board reviewed changes raised by board members and offered optional clarifying language. Fullmer moved and Tait second, to approve the Strategic Plan including the clarifications described at this meeting. Motion approved unanimous.

2. Library Design/Build RFP - There were no RFP submissions. The board discussed options and the need to get an architect drawing of the planned modifications in the building. Summers moved and Perpich second, to work with C2AE to do drawings and serve as general contractor for space renovations. Motion approved unanimous.

3. Library Renovations - The director described issues related to making a few modifications to the space the library is renting in the DeWitt Shopping Center location. Tait moved and Summers second to approve contracting with an architect to draw up the needed changes. Motion approved unanimous.

4. Library Personnel Committee - The committee was not able to meet and a new meeting date was selected.

5. Patron Behavior policy - The director described issues surrounding the implementation of select parts of this policy, and most specifically the item dealing with having food and drink in the library. After clarification of some issues, Perpich moved, second by Summers, to modify the Patron Behavior Policy by changing Section B: Rules for Personal Behavior, Rule 2, Food and Beverages by adding "as determined by the Director" to the end of the existing rule and removing Rule 4 in same section in its entirety, and re-numbering Section B accordingly. Motion approved unanimous.

G. New Business:

1. Library CD at 5/3 Bank - The library was notified by 5/3 Bank that the authorized names on the CD need to be updated, and this needs to occur by Tuesday next. Arrangements were made for Summers, Byars and Balcom to meet at the Bank on Tuesday next to make the needed changes. The names of Summers and Smith will be removed and replaced with Brian Byars and Jennifer Balcom.

H. Board Member Comments - None.

I. Public Comment - None.

J. Adjournment: The meeting adjourned at 6:32 PM, having completed the agenda.

Next Regular Meetings: November 12, 2015, 5:00 PM, DDL
December 10, 2015, 5:00 PM, DDL

Respectfully submitted by Bill Fullmer, Secretary, with assistance of Paul Perpich on item F.5.