

DEWITT DISTRICT LIBRARY (DDL) BOARD

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

November 12, 2015 Meeting Minutes

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

Members Present: Brian Byars, Bill Fullmer, Paul Perpich, and Matt Boeve.

Also Present: Director, Jennifer Balcom.

Members Absent: Emily Fenneuff, Lysne Tait and Wayne Summers.

B. Approval of Agenda: Perpich moved to approve the agenda modified to move the audit report up to follow the consent agenda. Boeve second. Passed unanimous.

C. Consent Agenda

1. Approval of October 8 Minutes;

2. Treasurer Report: October checks and FY2015-16 budget to actual report through October, 2015.

Perpich moved to approve the consent agenda. Fullmer second. Motion passed unanimous.

D. Public Comment: None

E. Reports:

1. Correspondence - The Director included an ad that was in the recent DeWitt Township newsletter. Also included a notice of hearing Clinton County concerning "striking of personal property taxes, which will require the library to refund some tax revenue dollars.

2. Director's Report - Storytimes, Teen time and Drop In and Draw programs continued thru October with good attendance. The Library participated in the Schavey Shopping Center Pumpkin Palooza again this year and had over 400 visitors participate at the library.

Improvements to the use of MeLCat were noted and also staff are updating the inventory list.

3. Friends of the Library - The quilt raffle has raised several hundred dollars in support of the Norm Robison Butterfly Garden. The drawing occurs at the library next month.

F. Pending Business:

1. Leased Space - The Township has reviewed the alteration site plan submitted by the library regarding its leased space behind the library (Suite 3). The Township notified us that one restroom rather than two, and one drinking fountain instead of two will be acceptable. The library can now seek needed permits and commence work.

2. Main Library Renovation - The library received a contract from C2AE to assist with getting interior spaces renovated. Assistance will include getting a general contractor and monitoring quality of work at various stages. Perpich moved to give the Director permission to approve this contract following attorney review. Second Boeve. Motion approved unanimous. The library also received a proposal from Library Design consultants to handle the design and furnishing portions of the renovations. Perpich moved to give the Director permission to move ahead with this agreement. Second Boeve. Motion approved unanimous.

G. New Business:

1. Personnel Committee Report - The Personnel Committee reviewed outdated policies regarding vacation and sick leave provisions. They recommended the following modifications to existing policy:

Motion to approve placing a 90 day (720 hours) maximum cap on employee sick leave accumulation. Following discussion the Board approved the motion unanimous.

Motion to approve changing employee vacation accrual from an anniversary date to a fiscal calendar year, beginning July 1, 2016. Following discussion the Board approved the motion unanimous.

Motion to approve adding a vacation accrual category for part time employees that work between 30-34 hours per week and changing the full-time category from 36+ to 40 hours. Following discussion the Board approved the motion unanimous.

Motion to approve offering employees participation in the U.S. Dept. of Treasury sponsored Roth IRA through direct deposit. Following discussion the Board approved the motion unanimous.

2. Audit Report; Maner Costerisan, Jeff Stevens - Mr. Stevens explained various parts of the report (for the year ending June 30, 2015), focusing on key elements. Overall, the audit indicated financial practices are sound and the library is on solid footing.

3. MML Renewal - The Michigan Municipal League liability insurance premium is \$145 higher than previous year. The new amount is \$7,256. Perpich moved to approve payment of the invoice 3841204, and Boeve second. Motion approved unanimous.

4. DeWitt Fence Quote - The library has- been aware that brick screening fences around the library were deteriorating and had now become a potentially dangerous hazard. Estimates for repair were deemed unreasonably high. Quotes were sought for wood fencing. Perpich moved to approve the quote from DeWitt Fence Company or another fencing company up to \$5,000. Boeve second. Motion approved unanimous.

H. Board Member Comments - Matt Boeve commented that his family had a wonderful time at the Teddy Bear event at the library, and congratulated staff on their performance.

I. Public Comment - No public.

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

Next Regular Meetings: December 10, 2015, 5:00 PM, DDL
January 14, 2016, 5:00 PM, DDL

Respectfully submitted by Bill Fullmer, Secretary