

# DEWITT DISTRICT LIBRARY (DDL)

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

December 10, 2015 Meeting Minutes

A. The meeting was called to order by Secretary Fullmer at 5:00 pm.

Members Present: Lysne Tait, Wayne Summers, Bill Fullmer, and Matt Boeve.

Also Present: Director, Jennifer Balcom.

Members Absent: Emily Fenneuff, Brian Byars, and Paul Perpich.

B. Approval of Agenda: Summers moved to approve the agenda; Tait second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of November 12 Minutes;

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

Boeve moved to approve the consent agenda. Summers second. Motion approved unanimous.

D. Public Comment: No public.

E. Reports:

1. Correspondence. The library received strong feedback on the Christmas card making program, including requests for more such events covering other holidays. Also an information item noting that we renewed our CD at PNC Bank.

2. Director's Report. The Teddy Bear Storytime and sleep-over was very popular, as was the Lego Creation Station event. Lego items are on display at the library. All 75 spots were filled for the Christmas Story Time and Santa Visit. The library is also participating in the DARA Dinner and Santa event on the 14th. The legislature is again seeking to draw funds from the penal dollars earmarked for libraries in the Constitution, with HB 4651 and 4905.

The Director learned that the decrease in circulation we have experienced the past few months is occurring across the state, while other utilization counts continue to increase. Not yet clear what is driving that.

3. Friends of the Library. The Friends provided cookies and refreshments for the Santa Visit event.

F. Pending Business:

1. Leased Space. The board reviewed a revised quote from JD Interiors to address the barrier-free restroom required by the Township. This increases the cost by \$8,180, to a total of \$14,035. Boeve moved to approve the amended quote for this renovation; Tait second. Motion passed unanimous.

2. Main Library Renovation. The agreement with C2AE was reviewed by our attorney who recommended two modifications. Changes have been sent to C2AE and we expect to hear back soon.

3. Fence Quote. The board approved replacing screening fences last month and two of the three are completed. The third fence will require additional prep and as such the cost will need to be increased. It will require removal of a cement platform and creation of a larger platform. This will enable use of two parking spaces which have been inaccessible for many years. The board determined to put this change off until spring at which time the parking lot will need to be resurfaced as well.

G. New Business:

1. 2016 Library Board of Trustees Meeting Schedule. Library policy requires that that Board approve and publish annually meeting dates for the coming year. Summers moved that the board continue meeting at 5:00pm on the second Thursday of each month. Boeve second. Motion passed unanimous. The specific dates and times will be published.

2. White Pine Library Cooperative. The libraries in Michigan are required to join this cooperative to be eligible for State Aid dollars. Also, the cooperative enables libraries to participate in having e-books through a cost sharing program. The invoice for membership fees is \$9,648.79, and for Overdrive (e-books) is \$4,525.72. Tait moved to approve both costs as reflected; Summers second. Motion passed unanimous.

3. Library Staff Day. The library has typically closed one day during the year to have a staff professional development day. This is an essential part of keeping staff up to date, and improving operations. The Director has requested Friday, February 19, 2016 as the date for new year. Tait moved to approve closing the library on Feb. 19, 2016 for the stated purpose; Boeve second. Motion passed unanimous.

H. Board Member Comments: None.

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 5:40PM, having completed the agenda.

Next Regular Meetings:     January 14, 2016, 5:00 p.m., DDL  
                                          February 11, 2016, 5:00 p.m., DDL

Respectfully submitted by Bill Fullmer, Secretary