

DEWITT DISTRICT LIBRARY (DDL) BOARD

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

February 5, 2015 Meeting Minutes

A. The meeting was called to order by Past President Perpich at 5:06 pm.

Members Present: Paul Perpich, Lysne Tait, Wayne Summers, Bill Fullmer.

Members Absent: Emily Fenneuff, Brian Byars, Kara Zech Thelen.

Also Present: DDL Director Jennifer Balcom , Ass't Dir. Mindy Schafer.

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

C. Approval of Minutes: Fullmer moved to approve the January 8, 2015 and January 15, 2015 minutes. Summers second. Motion approved unanimous.

D. Public Comment: None

E. Reports:

1. Correspondence: Letter from DeWitt Township giving notice of a hearing on Feb. 9, 2015, concerning the application from Reno's North for tax abatement.

2. Treasurer Report: The board reviewed and then approved check numbers 15297-15340 with the understanding that the missing check 15335 was a void which was in fact confirmed following the meeting.

Review of the Budget vs. Actual report reflects income is at 80% of budget, and expenses at 58%, which is right on target for the year. The board noted that some line adjustments will be needed.

3. Director's Report: The Director highlighted some of the programs offered over the past month and planned for the future. Battle of the Books continues to grow in popularity, as do the themed discovery packs. The new language learning software Pronunciator is now available to patrons, and Flipster e-magazines are now available as well. The migration (installation) of the new data system will take place the week of Feb. 16 and will be somewhat disruptive, but necessary.

4. Friends of the Library: Tait reported that the Friends of the Library will be meeting Feb. 9 to explore next steps.

F. Pending Business:

1. Library Staffing and Salary assessment recommendations

a) Insurance Recommendations:

The Director presented her recommendation regarding expanded health related benefits as recommended by the Hartzell-Mika consultant. She also presented current and proposed policy that would support offering Life, Dental and Vision coverage to fulltime employees. The board reviewed the current and recommended policy and discussed various amounts of staff contribution to premium payments. Staff provided information about the State Maximum regulation on paying health benefits, which is a significant complicating issue. Staff also had hand-outs of the Hartzell-Mika analysis of comparative benefits of other libraries plus local municipal agencies. The cost estimate for adding Life, Dental and Vision coverage for full-time employees was \$5,100. After much discussion of all the above information and issues the board determined they preferred to table this matter to the next meeting in hopes that all board members could be present.

b) Staffing Recommendations:

The board reviewed and discussed the recommendations presented by the Hartzell-Mika group regarding staffing and salary. A great deal of clarifying and refreshing occurred, and it was determined that the Director and Ass't Director felt highest priority at this time would be the Youth Assistant and the Clerk 1 part-time positions.

Summers moved to fill the recommended part-time Youth Ass't position and the part-time Clerk 1 position at this time, up to 16 hours/week for each position. Second by Perpich. Motion passed unanimous.

G. New Business:

1. Review RFI Responses

After hearing about the three RFI responses obtained and what they offered or implied, the board recommended having each of them come in separately to meet with the board. Staff will arrange this.

2. Strategic Plan

The Strategic Plan issue has come up again in relation to the passage of the millage increase last May, and our need to plan for remaining in the current small space for some time. The board discussed Plan perspectives and it seemed 3-5 years was preferred. Staff will generate a RFP to get this moving.

H. Board Member Comments - None.

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 6:47 PM, having completed the agenda.

Next Regular Meeting: March 12 , 2015, 5:00pm, DDL.

Next Regular Meeting : April 9 , 2015, 5:00pm, DDL.

Respectfully submitted by Bill Fullmer, Secretary.