

# DEWITT DISTRICT LIBRARY (DDL) BOARD

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

March 12, 2015 Meeting Minutes

A. The meeting was called to order by President Byars at 5:07 pm.

Members Present: Paul Perpich, Lysne Tait, Wayne Summers, Bill Fullmer, Emily Fenneuff, Brian Byars, Kara Zech Thelen.

Also Present: DDL Director Jennifer Balcom , Seth Penchansky of Daniels and Zermack, Architects and Designers.

B. Approval of Agenda: Motion by Fullmer to approve the agenda, adding the Feb 26 minutes and moving Mr. Penchansky's presentation up ahead of the Reports; second by Fenneuff. Motion approved unanimous.

C. Approval of Minutes: Summers moved to approve the February 5 and February 26 meeting minutes; second by Fenneuff. Motion approved unanimous.

D. Public Comment: None

## E. Reports:

1. Correspondence: none

2. Treasurer Report: The board reviewed the checks written over the past month. Summers moved to approve check numbers 15341 - 15381; Perpich second. Motion passed unanimous. The Budget vs. Actual report was reviewed and put on file, noting that it's on track for this time of year.

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 championship event was held last night and Mindy Schafer received high praise for running a very successful and enjoyable event. The migration (installation) of the new data system is complete except for one part. This updated system will provide much more useful information to users than previously.

4. Friends of the Library: FOL is meeting, but nothing new to report at this time.

## F. Pending Business:

### 1. Library Staffing and Salary assessment recommendations

#### a) Insurance Recommendations:

The staff insurance recommendation from Hartzell-Mika was reviewed again this month as some of the board was not able to be at the last regular meeting. The recommendation included for all full time employees, adding life, vision and dental coverage; making the health coverage 100% up to the State limit for public employers; and offering a waiver for those not needing health coverage. Staff presented revisions to current DDL policy to reflect these changes in coverage. After review and discussion Perpich moved to approve the policy revision, making the added benefits 100% , and omitting the Insurance Waiver provision which needs some revision. Second by Fenneuff. After discussion the motion passed unanimous. The Insurance Waiver provision will come back to the board next month.

#### b) Staffing Recommendations:

Last month the board approved filling the recommended part-time Youth Ass't position and the part-time Clerk 1 position, up to 16 hours/week for each position. The Hartzell-Mika staffing recommendation was reviewed this month with regard to the need for two of the three remaining positions recommended.

Thelen moved to approve the filling of the Reference Library Assistant I at 16 hours/week, and the Janitor position at 15 hours per week. Second by Summers. After further discussion the motion passed unanimous.

## G. New Business:

### 1. RFI Presentation - Seth Panchansky, Daniels & Zermack firm

Mr. Panchansky described the company's history, their approach to developing spaces for customers, and displayed many examples of libraries around the state that they have developed; some new builds, some renovations, and some combined both. He focused on many key ingredients of designing interior spaces which was helpful. In the end, he indicated the most cost-effective approach in our situation was probably to make the best use of current space for a few years and then seek to build the appropriate sized new space on our lot. He did discuss possible modifications to existing space and while feasible, this would likely mean staying in inadequate space for a much longer period of time. It also became clear any modifications

should not diminish the buildings suitability for office space as the resale of the current space can assist greatly in revenues for the library in time.

## 2. Strategic Plan Responses

The board received two proposals regarding facilitation of a strategic planning process, and both were reviewed. There were several questions regarding the Hartzell-Mika submission and the board recommended having them come to a board meeting and clarify various aspects. The Director will pursue this arrangement.

## 3. Library interior space planning

Chris DeBear of Library Design Associates made a presentation at last months board meeting, and following the boards request he submitted a proposal for assessing the current library space and laying out options for improving the use of existing space. The board reviewed his proposal and felt it could be a useful process. However, the strategic planning process has higher priority right now, and Library Associates can possibly become a part of that process. More on this later.

H. Board Member Comments - None.

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 7:35 PM, having completed the agenda.

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

Next Regular Meeting : May 14, 2015, 5:00pm, DDL.

Respectfully submitted by Bill Fullmer, Secretary.