

DEWITT DISTRICT LIBRARY (DDL) BOARD

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

April 9, 2015 Meeting Minutes

A. The meeting was called to order by Past President Perpich at 5:00 pm.

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

Members Absent: Brian Byars, Kara Zech Thelen.

Also Present: DDL Director Jennifer Balcom , Maryanne Hartzell and Joseph Mika of the Hartzell-Mika Group.

B. Approval of Agenda: Motion by Summers to approve the agenda, moving Pending Business up to follow item C; second by Tait. Motion approved unanimous.

C. Approval of Minutes: Recognizing that there is a question on the minutes requiring input from Thelen, Tait moved to table the minutes until the next board meeting. Second by Fenneuff. Motion passed 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 15382 - 15439; Fenneuff second. Motion passed unanimous. The Budget vs. Actual report was reviewed and put on file.

3. Director's Report: The Director highlighted some of the programs offered over the past month and planned for the future. This included a record number of teams participating in the Battle of the Books event (22), and being part of the Early Childhood Literacy Coalition event at Hannah Community Center in East Lansing.

4. Friends of the Library: FOL met recently and examined possible fund raising opportunities and backpacks for Summer Reading prizes.

F. Pending Business:

1. Strategic Plan Presentation

May Ann Hartzell and Joseph Mika led discussion regarding the strategic planning --process. Board members spelled out their views of what they were seeking from the process. Discussion then moved to assessing what the community was seeking regarding their library. It was determined that given the community survey and previous group assessments, there is little if any need to invest more time and energy on this matter. We'll use what we already have determined and seek new input as needed. There was much good discussion of the focus of the process. Hartzell-Mika will submit a revised plan and budget within a week or so.

G. New Business:

1. Draft Budget for 2015-16: The Director presented a draft budget showing actual from the prior year, projected final numbers for the current year, and recommended budget for the next fiscal year. The Board felt this was a good reflection going into the new fiscal year.

2. Review of RFP responses for LawnCare: The board reviewed the four responses received. It was clear that the 2 Veterans submission was lowest cost and our experience with them over the winter was very good. Summers moved to accept and approve the proposal from 2 Veterans; Fullmer second. Motion passed unanimous.

3. e-Commerce Options: The director updated the board on her research of companies to handle electronic payments through our web site. This issue will come back to the board at next months meeting.

4. Library Policy Review:

a) Organizational/Group Library Cards - The director described the concept of a group/organizational library card in which the organization assumes responsibility for use of a card by their members. This approach is useful when dealing with assisted living organizations, group homes, and so on. A draft policy on this matter was reviewed. After further discussion Fullmer moved to approve the policy enabling Organizational/Group Library Cards; Fenneuff second. Motion passed unanimous.

H. Board Member Comments - None.

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 6:38 PM, having completed the agenda.

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

Next Regular Meeting : June 11, 2015, 5:00pm, DDL

Respectfully submitted by Bill Fullmer, Secretary.