

DEWITT DISTRICT LIBRARY (DDL) BOARD

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

May 14, 2015 Meeting Minutes

A. The meeting was called to order by President Byars at 5:01 pm.

Members Present: Brian Byars , Emily Fenneuff , Lysne Tait, Bill Fullmer.
Members Absent: , Kara Zech Thelen. Paul Perpich, Wayne Summers,
Also Present: DDL Director Jennifer Balcom

B. Approval of Agenda: Fenneuff moved to approve the agenda as written;
Tait second. Motion approved unanimous.

C. Approval of Minutes: Fenneuff moved to approve the April 9 minutes with corrections to names and to the FOL report as noted; Tait second. Passed unanimous.

D. Public Comment: No Public

E. Reports:

1. Correspondence - none

2. Treasurer Report - The check register for April was reviewed and questions addressed including confirmation that the missing check number 15476 was in fact for paying the Delta Dental invoice. Tait moved to approve check numbers 15440 thru 15491; second by Fenneuff. Motion approved and the register put on file.

The budget to expenditure report was on track and put on file.

3. Director's Report: - Once again a very busy month and a corresponding extensive report. The Director highlighted Throwback Thursday which DDL initiated wherein staff post a historical DeWitt photo on you tube and it generates comment/discussion. Other libraries have now begun similar programs. She also highlighted the significant improvements in our computer software over the past few months and patrons will love these improvements as they come on line over the next couple of months. The report was put on file.

4. Friends of the Library - The FOL met with the Township in relation to raffle details and the need for the township to authorize our raffle

application. The raffle will be a fund-raiser in support of the butterfly garden being planned at the library.

F. Budget Hearing: Fullmer moved to enter the Budget Hearing at 5:31pm. Fenneuff second. Motion approved unanimous.

There was no public in attendance. The board examined the proposed budget detail and recommended staying with the presented budget for the 2015-16 fiscal year beginning July 1, 2015.

Fenneuff moved to leave the Budget Hearing at 5:40pm and Tait second. Motion approved unanimous .

G. Annual Meeting Business:

1. Review of Staff Salaries - This review and update was achieved over the prior two regular meetings and no further review was required.

2. Election of Officers - Fenneuff moved to continue the current officers in their current positions for another year; Tait second. Motion passed unanimous.

3. 3. Review of By-laws, policies and procedures -

a. Resolution to adopt FOIA policy. 2014 PA 563 was recently signed by the Governor and requires various changes to current FOIA policies and procedures. Our attorney has proposed updates to the policies and guidelines.

Tait moved to approve the resolution 2015-5-1; Fenneuff second. Roll Call vote:

Brian Byars - Yes Lysne Tait - Yes
Emily Fenneuff - Yes Bill Fullmer - Yes

The resolution passed and will be submitted to the County Clerk. A copy is attached to these minutes.

b. Resolution to adopt Payment by Credit Card Policy - The library is moving ahead with Square to be able to accept credit/debit card payments from patrons. To comply with Michigan statutes the library must adopt a payment by credit card policy. Such policy has been drafted and approved by our attorney. Fenneuff moved to approve the Resolution 2015-5-2 which will approve the said policies. Tait second. Roll Call vote:

Brian Byars - Yes Lysne Tait - Yes
Emily Fenneuff - Yes Bill Fullmer - Yes

The resolution passed and will be submitted to the County Clerk. A copy is attached to these minutes.

c. Library Policy on Fines and Fees/Fee Schedule - This policy has been reviewed and a few changes proposed. Fenneuff moved to approve the revised policy and Tait second. Motion passed unanimous.

d. Insurance Benefit Policy - The Board revisited the waiver provision of the insurance policy wherein a staff person could receive a benefit from the Library if they waived their right to health coverage because they had coverage available from a spouse or other. The Director had worked with our attorney on clarifying such a provision. The review of the proposed policy presented an issue that gave some board members concern. Fenneuff moved and Tait seconded, to table this item to enable the Director to seek clarification of the matter with the attorney. The motion passed unanimous.

e. Collection Development Policy - The board reviewed a proposed update to the existing policy. Updates were needed to reflect the technology and publication changes that evolved over the past ten years. Tait moved to approve the revised Collection Development policy with second by Fenneuff. Motion passed unanimous.

f. By-Laws - Consent Agenda - This item could not be addressed at this meeting because By-Laws require

H. Pending Business:

1. Strategic Plan Proposal - The Board reviewed the Strategic Plan proposal from the Hartzell-Mika Group. Tait moved to approve the expenditure up to \$8,300 for Hartzell-Mika to lead us in developing a strategic plan. Second by Fenneuff. Motion passed unanimous.

I. New Business:

1. Unique Management Co.; end of trial period - Unique Mgt. is a service specializing in library patron delinquent accounts. Our one year trial was productive and staff recommend proceeding with the company. The cost is \$10 per account sent to the company. The biggest and most useful gain was getting materials returned by the patrons. Tait moved to approve the continued use of Unique Management Co. Fenneuff second. Motion passed unanimous.

2. Library Pension Management - The Director informed the board that they would be using the services of a local financial planning service person to monitor the boards pension fund. No action required by the board.

3. Material Selection - With the passage of the millage last year and the significant increase in the materials budget, staff have been ordering materials up to the \$3,000 monthly limit in our policy. Staff would like to utilize more of that budget before year end which would require a temporary waiver of the \$3,000 limit. Tait moved to temporarily remove the \$3,000 limit regarding materials only purchases through June 30, 2015. Fullmer second. Motion passed unanimous.

4. Bath Library Discussion - The Director updated the Board on her recent meeting with the Bath Library people, which was held at their request. In essence they would like additional services from the DeWitt Library. The board authorized the Director to send a letter to Bath expressing that we will examine this as part of the strategic planning process we are preparing for.

5. Square Payment Processing - With the board approval of Resolution 2015-5-2, staff recommend contracting with the company Square to provide e-commerce services for the library. Board members familiar with this service agreed with the choice. Fenneuff moved to approve contracting with Square for e-commerce services. Tait second. Motion passed unanimous.

J. Board Member Comments - None.

K. Public Comment: No public.

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

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

Next Regular Meeting : July 9, 2015, 5:00pm, DDL

Respectfully submitted by Bill Fullmer, Secretary.