

# DEWITT DISTRICT LIBRARY (DDL) BOARD

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

June 11, 2015 Meeting Minutes

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

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

Members Absent : DeWitt Twsp vacancy.

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

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

C. Approval of Minutes: Summers moved to approve the May 14 minutes with corrections to names as noted; Fenneuff second. Passed unanimous.

D. Public Comment: No Public

## E. Reports:

1. Correspondence - Dir. Balcom share a thank you to the Capital Region Community Foundation for their recent donation. Also a very nice note from Mary Robison along with a check in memory of Norm, and a letter to Boy Scout leader Paul Kennedy in thanks for troop 77 project to remove unsightly shrubs from library gardens as preparation for developing the butterfly garden.

2. Treasurer Report - The check register for May was reviewed and questions addressed. Summers moved to approve check numbers 15492 thru 15547; 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 a few of the programs, and noted that the resignation from the board of Kara Zech Thelen was accepted by the DeWitt Twsp Trustees and they are seeking a replacement.

4. Friends of the Library - The FOL reported that the process of getting the raffle application completed is finally done, and they will now wait for the determination from the Lottery Bureau.

F. Pending Business:

1. Strategic Plan Proposal - the consultants will be at the July meeting to get input from board members in preparation for the retreat, which is scheduled for 07/20/2015 .

2. FOIA Policy - The boards attorney indicated there needs to be a correction and addition to the language approved previously. Summers moved to approve the corrected policy as recommended by attorney. Fenneuff second. Following discussion the board approved the policy unanimously.

3. Consent Agenda - The board reviewed the advantages of using a consent agenda in the conduct of board meetings. A consent agenda combines some agenda items so they can be dealt with by a single vote of the board. Any member can request removal of an item from the consent agenda and that item is then dealt with separately. Fullmer moved to approve the by-law change that will enable use of a consent agenda. Perpich second.

Roll Call Vote:

Byars	- YES	Perpich	- YES	Summers	- YES
Fenneuff	- YES	Tait	- YES	Fullmer	- YES

Motion passed unanimous.

4. Cafeteria Plan - We received clarification from our attorney regarding the cafeteria plan and waiving health insurance coverage and this seemed to satisfy the board members. The cafeteria plan will be tested to see if it will meet the IRS anti-discrimination clause.

5. Draft Budget for 2015/16 - The board reviewed the proposed budget for 2015-16. Perpich moved to approve the budget as presented. Second Fullmer. Motion passed unanimous.

G. New Business:

1. BlueCloud PAC demo - Mindy Schaffer gave a demonstration for the board of the amazing features of the new BlueCloud catalog system. The catalog system is now easier to interface with our Sirsi system which will make searches easier and more complete than in the past.

2. Budget Adjustments - The Director presented categories needing budget adjustments based on her review with the library's CPA. Note that the budget was not adjusted when the millage proposal was passed last year, so it does need to be adjusted at this time. Following review by the board, Summers moved to increase the library budget by \$161,000 and adjust categories as noted in the proposal, and summarized here:

<u>+\$3,000 Books and Supplies.</u>	<u>+\$18,000 Capital Outlay-Technology</u>
<u>+39,000 Contractual Services</u>	<u>+\$3,000 Payroll Tax</u>
<u>+\$1,500 Personnel &amp; Benefits</u>	<u>+\$1,500 Programming</u>
<u>+\$1,000 PR and Marketing</u>	<u>+\$44,000 Salary and Wages</u>

Fenneuff second. The motion passed unanimous.

I. Board Member Comments - None.

J. Public Comment: No public.

K. Adjournment: The meeting adjourned at 5:54PM, having completed the agenda.

Next Regular Meeting: July 9, 2015, 5:00pm, DDL  
August 13, 2015, 5:00pm, DDL

Respectfully submitted by Bill Fullmer, Secretary.