

# DEWITT DISTRICT LIBRARY (DDL) BOARD

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

## August 13, 2015 Meeting Minutes

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

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

Also Present: Director, Jennifer Balcom, Matt Boeve, DeWitt Twsp. resident.

Members Absent : Emily Fenneuff, DeWitt Twsp vacancy.

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

### C. Consent Agenda

1. Approval of Minutes: March 12 and June 11 (no meeting in July)
2. Treasurer Report: July checks and fy 2015 budget to actual year-end report (unaudited). Tait moved to approve the consent agenda. Summers second.  
Motion passed unanimous.

D. Public Comment: Mr. Boeve is expected to fill the twsp vacancy on the board starting next month. He gave a brief history and described his interest in a position on the library board.

### E. Reports:

1. Correspondence - None
2. Director's Report: - Director Balcom highlighted a few issues mentioned in the report. In general the utilization statistics continue to exceed last year, often by large amounts. She also noted that improvements to technology operations will continue for another month or so, and an electronic newsletter is being developed that will be distributed as broadly as possible.
3. Friends of the Library - Nothing to report this month.

### F. Pending Business:

1. Library Strategic Plan - The board discussed the draft document that resulted from the board retreat last month, facilitated by the Hartzell Mika Group. It was determined that the strategic plan part of the document is basically sound

but needs some clarifying and removal of duplications. Board members who have suggestions will submit them to the Director as soon as possible and she will have it ready to consider for approval at the September meeting.

2. Library Cafeteria Plan (Premium Conversion Plan) - Our attorney prepared a resolution regarding the Health Insurance Waiver policy. Summers moved to approve the Resolution 2015-8-13, Premium Conversion Plan, as presented. Tait second. Roll-call vote: Tait - YES; Summers - YES; Byars - YES; Perpich - YES; Fullmer - YES. Resolution approved unanimous. The resolution is attached to these minutes in its entirety.

3. Library Insurance Waiver Policy - The revised policy statements reflect the intent of the above resolution, namely to enable full time employees to waive the health insurance benefit and receive a \$2400 waiver benefit outside of the payroll tax compensation. Tait moved to approve the revised policy statement as presented. Summers second. Motion approved unanimous.

#### G. New Business:

1. 2015 Tax Rate Request - Each year the board has to notify the County regarding the millage rate for the new year. The maximum rate the library can authorize is 0.9998 mills. Perpich moved to approve the L-4029 request to the county at 0.9998 mills. Tait second. Motion approved unanimous. The L-4029 form will be completed and submitted to the County reflecting this request.

2. Library Building Renovation Plan - The report developed by the Hartzell-Mika Group for the library included recommended options for improving the internal working space of the library. These materials were discussed at the board retreat last month, and again during this board meeting. Perpich moved and Tait second, to issue a request for proposal regarding the recommended modifications, specifying a September 9, 2015 5:00pm deadline for receipt of proposals. Motion approved unanimous.

H. Board Member Comments - None.

I. Public Comment: None.

J. Adjournment: The meeting adjourned at 5:55PM, having completed the agenda.

Next Regular Meeting: September 10, 2015, 5:00pm, DDL  
October 8, 2015, 5:00pm, DDL

Respectfully submitted by Bill Fullmer, Secretary.