

**DEWITT DISTRICT LIBRARY (DDL)**  
13101 Schavey Road, DeWitt, Michigan 48820

October 13, 2016 Meeting Minutes

A. The meeting was called to order by Past President Perpich at 5:03 PM.

Members Present: Paul Perpich, Brian Byars (5:20 PM), Lysne Tait, Wayne Summers,  
Bill Fullmer

Also Present: Director, Jennifer Balcom

Members Absent: Emily Fenneuff, Matt Boeve

B. Approval of Agenda:

Summers moved to approve the agenda with the addition of Renovation Update under Pending Business and Overdrive as New Business. Tait second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of August 11, 2016 Minutes
2. Treasurer Report through August, 2016
3. Correspondence

Fullmer moved to approve the consent agenda. Tait second. Motion approved unanimous.  
Reports to be filed.

D. Public Comment: No public

E. Reports:

1. Director's Report. The Director informed the board that the County had notified her that the millage rate the County informed us of earlier in the year was in error as it did not account for the Headlee roll-back. The correct millage for this year is 0.9964. To make the record clear:

Summers moved to adjust the amount to be levied for this year to 0.9964. Tait second. Motion approved unanimous.

The Director will so inform the County. Another matter relates to a roof leak discovered during the renovation process. The Director informed the Simon Company who replaced the shingles about three years ago and they indicated they would re-do that area. , but also cautioned it is likely a design problem in the entrance overhang.

2. Friends of the Library. They met and looked into being part of the library open house in an effort to recruit more members. That event is not yet scheduled.

F. Pending Business:

3. Study Room Policy. The Director presented a draft policy to guide staff in managing the new study room available to patrons. The board suggested a couple of clarifications.

Summers moved to approve the Study Room policy with suggested changes and Tait second. Motion passed unanimous.

4. Renovation Update. The Director gave an update on the renovation process noting that for the most part things went quite well, though the changes in managers during the process was less than ideal. It appears the final cost is approximately \$285,000 so a little under our proposed ceiling. The custom furnishings for children's area and main service desk will be completed and installed in late October or early November, which is consistent with the original agreement.

G. New Business:

1. Personnel Update. The Director reported that the personnel matter that was discussed at a previous meeting has been resolved.
2. Library Parking Lot Repair. The Board reviewed two bids regarding the replacement/repair of the parking lot. There was discussion to clarify apparent technical differences and on-line sources were helpful.

Tait moved to approve the Bath bid by Mike and Son Asphalt, Inc. for total replacement of the parking surface at a cost of \$28,500. Summers second. Motion approved unanimous.

3. Overdrive. Overdrive is the library's source for gaining access to a wide range of e-books for our patrons. In the past year the library changed our access arrangement from one library coop to a larger library coop to increase the volume of titles available. In the process of transitioning from one coop to another some titles got caught in a limbo of sorts. The Director informed the board that they made the decision to simply purchase those titles for the library. That purchase came out of the book budget which since the budget was approved by the board; no further approval was needed for this purchase.

H. Public Comment: No public.

J. Adjournment: The meeting adjourned at 5:39 PM, having completed the agenda.

Next Regular Meetings: November 10, 2016, 5:00PM, DDL Annex  
December 8, 2016, 5:00PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary