

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

November 10, 2016 Meeting Minutes

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

Members Present: Paul Perpich, Brian Byars, Lysne Tait, Matt Boeve, Bill Fullmer

Also Present: Director, Jennifer Balcom

Members Absent: Emily Fenneuff, Wayne Summers.

B. Approval of Agenda:

Boeve moved to approve the agenda with the addition of moving item G.1, Audit Report up to the next item. Tait second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of October 6, 2016 Minutes
2. Treasurer Report through October, 2016
3. Correspondence

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

D. Public Comment: No public

E. Reports:

1. Director's Report. The regular story-time schedule was reinstated with four full story-times a week. All other programs were also restored including two programs on card-making.

The Director indicated a new person; Kathleen Rich has been hired to fill the vacancy in Youth Services. She has considerable experience with young people and is a welcome addition.

Data from September show several reductions in patron activity which is not surprising given the renovation inconveniences. October is also down due to 2 weeks of library closure. We will expect a return toward normal over November and December.

The Board was provided with an update on library activities in Bath Township. The Township formed a committee to explore their various options with regard to establishing library services to their residents. Bath will consider among their options becoming a part of the DeWitt or Laingsburg library, or Bath Schools. The director will continue to

monitor this as it progresses and will keep the board informed on the direction the township pursues.

2. Friends of the Library. They will be part of the Open House on December 4th and hope to recruit some new members.

F. Pending Business:

1. Renovation Update. The Director gave an update on the renovation status. Actual renovation work is complete. However, some custom furnishings will not be completed until late November. For that reason, the Library Grand Re-opening is set for Sunday December 4 from 2-4 P.M. Board members are encouraged to attend.

G. New Business:

1. Audit Report. Jeff Stevens of Maner Costerisan, CPA reviewed the audit findings for board members. There were no outstanding issues and the report is put on file. This reflects another fine job by our Director and staff.
2. Michigan Municipal League Renewal. The invoice for MML is up \$363 for a new premium of \$7,794.

Boeve moved to approve renewal of the liability coverage and Tait second. Approved unanimous.

3. Ceiling Replacement Quote. The board reviewed a quote from the Laux Company for replacement of both tracks and tiles (\$29,700) and tiles only (\$11,000).

The Board decided to put this on hold and further explore options.

4. Strategic Plan, Goal Review. The Board and Director reviewed each goal and sub-goal. Two goals have been completed and a third is near completion (parking lot replacement contract is approved and just determining whether to act this fall or wait for spring). Two other goals are part done, and another is completed as the Director proposed moving the hiring of a Public Relations specialist to the following year as it's not practical at this time given our budget. Current staff will pick up essential parts of this function.
5. Volunteer and Community Service Policy - The Director asked the Board to review a draft policy on Volunteers and Community Service. The Board suggested two additions; one that people serve at the discretion of the Director, and in the last paragraph indicates two "consecutive" weeks.

Boeve moved and Tait second, to approve the policy with changes noted. Motion approved unanimous.

H. Public Comment: No public.

J. Adjournment: The meeting adjourned at 6:10 PM, having completed the agenda.

Next Regular Meetings: December 8, 2016, 5:00 PM, DDL Annex
January 12, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary