

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

December 15, 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,  
Emily Fenneuff, Wayne Summers

Also Present: Director, Jennifer Balcom and Assistant Director, Mindy Schafer  
(for 30 minutes)

Members Absent: None.

B. Approval of Agenda:

Perpich moved to approve the agenda with the addition of an item 6 under new business,  
"Quote for a new front door". Tait second. Motion passed unanimous.

C. Consent Agenda:

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

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

D. Public Comment: No public

E. Reports:

1. Director's Report. The Director did an update on personnel matters including that they have filled the part time maintenance/janitor position (Steve Mihalik), and that Helen Davis ends her long carrier at the end of December. Hand rails have been installed on the steps leading to the library annex. Programs are operating at full strength since mid November, and the December Santa Visit program is already at capacity and a wait-list is growing. Special programs have been planned for young people during the holiday school vacation period. Some monthly stats are still down a bit for November because of the renovation project, though new library cards continue to outpace last year.
2. Friends of the Library. The Friends have a meeting scheduled for January10, 2017 to plan for recruiting more members.

F. Pending Business:

1. Strategic Plan, goal review. Following last month's review of progress over the past year, it was time to review goals for the coming year. Following this review:

Fenneuff moved to approve the second year plan. Tait second. Motion approved unanimous.

G. New Business:

1. Bereavement Leave Policy. Following review and discussion of the proposed changes:

Summers moved and Fenneuff second to approve the revised policy. Motion approved unanimous.

2. Probationary Period Policy. Upon review of these policy changes it was determined that some further information was needed, so this item will come back for the January meeting agenda.

3. Vacation Leave Policy. Following review of the proposed changes:

Fenneuff moved and Tait second, to approve the revised policy as amended. Motion approved unanimous.

4. Emergency Manual, Power or Equipment Outage Section. Following review of the proposed changes:

Summers moved to approve the recommended changes. Fenneuff second. Motion approved unanimous. (Fenneuff had to leave at this point in the meeting).

5. Patron Behavior Policy. There was review of the proposed changes to this policy and it was determined that this matter would have to come back at the next meeting so that some details could be further researched.

6. Quote for a new front door. The library had received a quote for replacing the front entry doors with an electronic door operation system to better accommodate persons with mobility issues.

Summers moved and Boeve second to approve this expenditure up to \$5,000.

H. Board Member Comments: None

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 6:20 PM, having completed the agenda.

Next Regular Meetings: January 12, 2017, 5:00 PM, DDL Annex  
February 9, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary