

DEWITT DISTRICT LIBRARY (DDL) BOARD

DeWitt District Library, Woodruff Annex
13105 Schavey Road, DeWitt, Michigan 48820

March 10, 2016 Meeting Minutes

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

Members Present: Brian Byars, Wayne Summers, Bill Fullmer, Matt Boeve, Paul Perpich, Emily Fenneuff.

Also Present: Director, Jennifer Balcom, Assistant Director, Mindy Schafer, Marta Litos, Business Office Manager.

Members Absent: Lysne Tait, Emily Fenneuff left meeting at 5:51pm.

B. Approval of Agenda:

Summers moved to approve the agenda; Fullmer second. Motion passed unanimous.

C. Consent Agenda:

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

Fullmer moved to approve the consent agenda. Fenneuff second. Motion approved unanimous.

D. Public Comment: No public

E. Executive Session:

Byars moved to enter Executive Session to discuss a personnel issue raised by the Personnel Committee and our attorney. Summers second. Motion passed unanimous.

Summers moved to end the Executive Session. Boeve second. Motion passed unanimously.

Summers moved to approve Resolution 2016-3-1 addressing employee retirement programs. Perpich second. Roll call vote was unanimous support. Summers, Yes; Boeve, Yes; Perpich, Yes; Byars, Yes; Fenneuff, Yes; Fullmer, Yes.

Resolution 2016-3-1:

WHEREAS, The DeWitt District Library offers a Simplified Employee Pension Plan (SEP);

NOW THEREFORE BE IT RESOLVED that the SEP plan maintained by the DeWitt District Library ("Library") is hereby terminated effective May 31, 2016; and

THEREFORE BE IT FURTHER RESOLVED that no employer contributions will be made to the SEP on behalf of any eligible employee with regard to any compensation earned by the employee during any calendar month of 2016; and

THEREFORE BE IT FURTHER RESOLVED that any officer of the Library is hereby authorized to sign any and all documents that are necessary to implement the forgoing resolutions.

F. Reports:

1. Director's Report. The Crazy 8's afterschool math club is very popular with 15 young people each week. More of this program will be offered in the future. The Preschool Fair was held on March 9. The Book and Brew Club has been meeting for almost a year. Fourteen members and nine of them are charter members. Many outreach events occurred. Helen Davis presented a local history unit to all first graders at Schavey Elementary; Susan Bogner will be doing this presentation in the future. Jennet Francisco met with staff of Blended Learning Academy about resources available at the library. The Staff Day in February was very successful and staff asked for more of those quality learning experiences.
2. Friends of the Library. No report this month.

G. Pending Business:

1. Update on Main Library Renovations. The library Director spoke with C2AE and plans are moving forward. C2AE has a company lined up to do the work and should begin soon. Barring unforeseen issues the project may be done in 2-3 months.
2. Resolution to terminate White Pine Cooperative Agreement. The Board discussed this issue at last month meeting because of pending changes within the Cooperative operations. The resolution to Terminate was reviewed by the Board and questions were answered. Summers moved and Perpich second to approve Resolution 2016-3-2 which approves terminating our membership in the White Pine Cooperative.

Roll call vote: Summers, Yes; Boeve, Yes; Perpich, Yes; Byars, Yes; Fullmer, Yes.
Resolution passed unanimous.

Resolution No. 2016-3-2:

WHEREAS, the DeWitt District Library serves the DeWitt Library District comprised of DeWitt Charter Township, portions of Watertown Township, and the City of DeWitt;

WHEREAS, the DeWitt District Library has determined it is in the best interest of the library, it's staff, and the residents it serves to participate in a state library cooperative which provides greater partnership opportunities with neighboring peer libraries;

NOW THEREFORE, BE IT RESOLVED that the DeWitt Library Board will terminate the library's membership with the White Pine Cooperative on March 31, 2016.

H. New Business:

1. Employment Practices/Personnel Policies Review. The Personnel Committee has done a thorough review of the policies over the past two months.

Byars, on behalf of the committee, moved to approve the revised Personnel Policy Manual as presented by the committee. Modified portions of the proposed document were highlighted for board member review. Following discussion, the motion passes unanimous.

I. Board Member Comments: None.

J. Public Comment: No public.

K. Adjournment: The meeting adjourned at 6:04PM, having completed the agenda.

Next Regular Meetings: April 13, 2016, 5:00 PM, (Wednesday) DDL Woodruff Annex
May 12, 2016, 5:00 PM, DDL Woodruff Annex

Respectfully submitted by Bill Fullmer, Secretary