

## DEWITT DISTRICT LIBRARY (DDL) BOARD

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

May 12, 2016 Meeting Minutes

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

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

Members Absent: Lysne Tait, Matt Boeve

Also Present: DDL Director Jennifer Balcom

B. Approval of Agenda:

Summers moved to approve the agenda as written; Perpich second. Motion approved unanimous.

C. Approval of Consent Agenda:

1. April Minutes
2. Treasurers Report
3. Correspondence –

Correspondence was a letter from the State Librarian to the DDL Director reflecting that the St. Johns Briggs library request to become a district library was approved by the state. Implications of this will play out over the next several months. (See April minutes for context).

Perpich moved to approve the Consent Agenda. Summers second. Motion approved unanimous.

D. Public Comment: No Public

E. Reports:

1. Director's Report. The Director summarized the scope of the Youth Services programs staff conduct, noting that all sessions were full with waiting lists for two of them. Space is the issue even with the annex. Special youth programs were run each day of Spring Break and were well attended.

The library hosted the Michigan Authors on the Grand fair this year. Thirty authors attended for networking and promotion purposes. The library received over 50 titles to add to our local author collection.

The library issues with bandwidth have been resolved by replacing routers that couldn't handle the full bandwidth. Now our server is not functioning properly and our tech consultant is working to fix that problem.

2. Friends of the Library. No Report.

#### F. Budget Hearing:

1. There was no public in attendance. The board examined the proposed budget detail and recommended staying with the presented budget for the 2016-17 fiscal year beginning July 1, 2016.

Perpich moved to enter the Budget Hearing at 5:15pm. Fenneuff second. Motion approved unanimous.

Perpich moved to leave the Budget Hearing at 5:30pm and Fenneuff second. Motion approved unanimous.

Perpich then moved to approve the proposed 2016-17 budget as presented. Fenneuff second. Motion approved unanimous.

#### G. Annual Meeting Business:

1. Review of Staff Salaries. This review was completed with the Director noting pending staff changes and implications. Also, the budget proposes a 2.5% increase in staff compensation, which is addressed in the 2016-17 budget.
2. Election of Officers. Summers moved to nominate the existing slate of officers for the 2016-17 year. Perpich second. Motion approved unanimous. That means Byars, President; Perpich, Vice President; Fenneuff, Treasurer; Fullmer, Secretary.
3. Review of By-laws, policies and procedures. This review was completed by the committee over the past three months, and actions taken as needed.

#### H. Pending Business:

1. Update on Library Renovation
  - a. Contract with Laux Construction - Our attorney raised an issue that has delayed contract closure but it should get resolved soon.  
Perpich moved to give the Director permission to sign the contract once our attorney buys off. Summers second. Motion approved unanimous.
  - b. Interior Design Proposal, Library Design. The director led the board through the list of furnishings recommended by the consultants and noted items that wouldn't be

needed, and those where cheaper alternatives would be considered. In this context the board discussed upper limits on total expenditures for the renovation project to get an idea where we were at as a board. There was a general consensus to remain under \$300,000 barring unexpected issues. The board projects the renovations should enhance space utilization and services for approximately 7-8 years. The timing of this initiative will likely cause various disruptions in that it will coincide with scheduled renovations of and along Schavey Road.

- c. Library Pension Alternatives. The Director presented a resolution that would replace the former retirement policy with a Discretionary Compensation policy.

Perpich moved to approve resolution 2016-5-1 and Fenneuff second. Following discussion the roll call vote was unanimous in support of the resolution, which states: 1) That the DeWitt District Library Discretionary Compensation Policy (The "Policy") is hereby adopted effective as of January 1, 2016; and, 2) That any officer of the Library is hereby authorized to sign the Policy and any and all documents that are necessary to implement the foregoing resolution.

I. New Business:

- 1. AFLAC Benefits / Benefit by payroll deduction for part time staff - This item was discussed, and as it offers a nice benefit to part-time employees who wish to participate at their expense, the Director will proceed to implement. There is no cost to the Library.

J. Public Comment: No public

K. Adjournment: The meeting adjourned at 7:13 PM, having completed the agenda.

Next Regular Meetings: June 9, 2016, 5:00 PM, DDL Woodruff Annex  
July 14, 2016, 5:00 PM, DDL Woodruff Annex

Respectfully submitted by Bill Fullmer, Secretary.