

# DEWITT DISTRICT LIBRARY (DDL)

DeWitt District Library  
13105 Schavey Road, DeWitt, Michigan 48820

June 9, 2016 Meeting Minutes

A. The meeting was called to order by President Byars at 5:05 PM.

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

Also Present: Director, Jennifer Balcom

Members Absent: Emily Fenneuff, Wayne Summers

B. Approval of Agenda:

Perpich moved to approve the agenda; Boeve second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of May 12, 2016 Minutes
2. Treasurer Report through May, 2016
3. Correspondence

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

D. Public Comment: No public

E. Reports:

1. Director's Report. Utilization numbers continue to be substantially better than last year at this time with the exception of door count last month which slipped slightly. Not clear what would account for that.  
The second annual 'Star Wars' day occurred May 4 at the library, and registration had to be cut off at 75. Nice donation of star wars balloons from Kroger, some life size, added to the excitement at the event.
2. Friends of the Library. The Friends group is building a stronger organization and will seek to grow in numbers this coming year. The Friends group continues to make substantial purchases for the library.

F. Pending Business:

3. Update on Library Renovations. The Laux Construction Contract has been approved as recommended by our attorney. Logistics of the work plan are being discussed to minimize disruptions to library operations, though there will be significant disruptions at

times. The board again discussed budget issues related to the renovation. Perpich moved to approve a \$300,000 ceiling for the project and Fullmer second. Following clarifications the motion was approved unanimous.

G. New Business:

1. Budget adjustment for FY 2015-16 - the following budget categories are in need of adjusting for the current year:

Contractual Services:	\$42,000
- Legal	\$10,000
- Miscellaneous	\$10,000
- Rent	\$6,000
- Printing	\$1,000
- Software	\$15,000
Salary & Wages	\$50,000
Payroll Taxes	\$4,200
Programming	\$3,000
- Live Entertainment	\$1,500
- Supplies	\$1,500
Phone & Utilities	<u>\$1,500</u>
Total Adjustment:	<u>\$100,700</u>

Tait moved to approve the recommended adjustments to the 2015-16 budget. Boeve second. Following discussion the motion was approved unanimous.

2. Library Laptop Purchase - The library needs additional laptops for both patrons and staff, and it will help to have them soon to better manage during the renovation period when staff will be working under unusual circumstances.

Perpich moved to approve spending up to \$4,000 for laptops for the library and Fullmer second. After discussion the motion was approved unanimous.

H. Public Comment: No public

J. Adjournment: The meeting adjourned at 5:59 PM, having completed the agenda.

Next Regular Meetings: July 14, 2016, 5:00 PM, DDL, Woodruff Annex  
August 11, 2016, 5:00 PM, DDL DeWitt Township Offices

Respectfully submitted by Bill Fullmer, Secretary