

DEWITT DISTRICT LIBRARY (DDL)

DeWitt District Library
13105 Schavey Road, DeWitt, Michigan 48820

July 14, 2016 Meeting Minutes

A. The meeting was called to order by President Byars at 5:03 PM.

Members Present: Brian Byars, Bill Fullmer, Wayne Summers, Matt Boeve

Also Present: Director, Jennifer Balcom; Assistant Director, Mindy Schafer

Members Absent: Emily Fenneuff, Lysne Tait, Paul Perpich

B. Approval of Agenda:

Boeve moved to approve the agenda with the addition of a personnel matter under New Business; Summers second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of June 9, 2016 Minutes
2. Treasurer Report through June, 2016
3. Correspondence

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

D. Public Comment: No public

E. Reports:

1. Director's Report. Youth services are in high gear. Four hundred and fifty (450) students enrolled in the Summer Reading program; 20 student volunteers area assisting with registrations and programs. The library received craft donations from Kroger which were used in a craft night program, and AEG Publishing donated strategy games which will be used in a Family Game Night program. The director also informed the board of some changes in staff responsibilities as a result of Helen's pending retirement. And finally, circulation and programming numbers were down a bit from last year, but overall year to date number are still well above the prior year in all categories.
2. Friends of the Library. No report this month.

F. Pending Business:

1. Update on Library Renovations

- a. Revised Painting Quote. A revised quote was received when the library determined the need to paint all interior walls rather than just the modified walls. The new quote is \$14,420 compared to \$4,800 before.

Summers moved to approve the revised quote as stated and Boeve second. Motion approved unanimous.

- b. Closing Period for Renovation. It has become clear that despite our hopes, the library will have to close for perhaps two weeks near the end of the renovation project when materials are boxed and shifted around to allow carpet to be laid. The timing will become clear as the project progresses. The board also recognized that alternative board meeting space will need to be identified for September and October as the Library Annex will be set up for staff operations.
- c. Disposal of excess items from Renovation. The Director updated the board on furnishings that will need to be disposed, such as the current circulation desk which will be replaced by a smaller and more efficient one and large library tables which will be replaced by smaller tables, and so on. The board concurred with staff to offer such items to other libraries, other organizations, and individuals, selling what can be sold and otherwise giving away.

G. New Business:

1. Personnel Matter. The Director updated the board on a personnel matter.

H. Public Comment: No public.

J. Adjournment: The meeting adjourned at 5:46 PM, having completed the agenda.

Next Regular Meetings: August 11, 2016, 5:00 PM, DeWitt Township Offices
September 8, 2016, 5:00 PM, Location to be Determined

Respectfully submitted by Bill Fullmer, Secretary