

**DEWITT DISTRICT LIBRARY (DDL)**  
DeWitt Township Offices  
1401 W. Herbison Road, DeWitt, Michigan 48820

August 11, 2016 Meeting Minutes

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

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

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

Members Absent: None

B. Approval of Agenda:

Boeve moved to approve the agenda with the addition of a self-checkout device under New Business; Fenneuff second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of July 14, 2016 Minutes
2. Treasurer Report through July, 2016
3. Correspondence

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

Reports to be filed. It was noted in the Treasurers report that penal fine revenues were received and reflected a \$20,000 reduction, due in large part to the Briggs Library in St. Johns becoming a District Library and thus drawing penal fine revenues from two townships that used to come to DeWitt.

D. Public Comment: No public

E. Reports:

1. Director's Report. The Director noted that much of staff time has gone to preparing for the renovation, e.g., sorting, boxing, and moving staff materials at work stations and common areas. Most in-house programs have had to be suspended during the renovation period. The construction wall was installed today. Staff is now operating from the Woodruff Annex, except those staffing the circulation desk.
2. Friends of the Library. Looking for opportunities to attract more members.

F. Pending Business:

1. Update on Library Renovations - The Director noted the first Change Order was received and she explained the basis for the various changes in cost, with some going down and some going up. Some of the changes simply reflect the known actual cost as opposed to the original estimates, and some reflect staff decisions where choices were required. There will be more of these changes as the project moves ahead.

G. New Business:

1. Application for millage rate for the coming year (L-4029). This is an annual necessity with the County, informing them of the rate the Library requests for the coming year.

Tait moved to approve the 2016 Tax Rate request in the amount of 0.998 mil. Fenneuff second. Motion approved unanimous.

The L-4029 form will be submitted to the County reflecting this request.

2. Hoopla Agreement. Staff had looked into the Midwest Tape program known as Hoopla, which offers a wide range of media (movies, cd's, TV programs, etc.) to customers of libraries and cost is based on a per circulation basis.

Boeve moved to approve the Hoopla Service Agreement and \$6,000 for payment of transactions on a per circulation basis. Fenneuff second. Motion approved unanimous.

It is anticipated that this will cover a 12 month period, though experience may call for some adjustments during the year.

3. Audit Expense. The Library was notified that our audit arrangement with Maner Costerisan will cost an additional \$100 this year for a total of \$5,200.

Perpich moved to approve this increase and Tait second. Motion approved unanimous.

4. Self-checkout. Part of the renovation plan includes space for a third self-checkout station. Roughly 70% of check-outs utilize this method now, and it is notable that prices have come down significantly since we first purchased a device. Fullmer moved to approve the purchase of another unit at \$3,967.10, and Boeve second. Motion approved unanimous.

H. Public Comment: No public.

J. Adjournment: The meeting adjourned at 5:47PM, having completed the agenda.

Next Regular Meetings: September 8, 2016, 5:00 PM, Place To Be Determined  
October 13, 2016, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary