

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

September 8, 2016 Meeting Minutes

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

Members Present: Brian Byars, Bill Fullmer, Matt Boeve, Lysne Tait  
Also Present: Director, Jennifer Balcom; Assistant Director, Mindy Schafer  
Members Absent: Emily Fenneuff, Wayne Summers, Paul Perpich

B. Approval of Agenda:

Boeve moved to approve the agenda and Tait second. Motion passed unanimous.

C. Consent Agenda:

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

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

D. Public Comment: No public

E. Reports:

1. Director's Report. The Director reviewed the stats for the prior month where two measures were down substantially, those being circulation and number of library cards issued. Programming was up substantially and computer use was down a bit. The downward stats are all primarily due to the renovation going on. Staff is pleased with the number of people who do venture into the library, in spite of several inconveniences.
2. Friends of the Library. Revenue last month was minimal due to the book sale area being unavailable because of the renovation project.

F. Pending Business:

1. Update on Library Renovations. The Director and Mindy gave an update noting that there was a surprise finding of a drain pipe in one of the walls being removed so this will add a bit of cost, but well within the contingency amount. The demolition portion of the project is ahead of schedule and soon the re-construction will begin. Unfortunately, the furnishings part of the project cannot be accelerated so it appears settling the revised

spaces will occur piece meal over a few weeks following the re-construction phase. It has become clear that the library will need to close during the final phase of construction.

Tait moved to establish close period from September 26 through October 9, 2016. Boeve second. Motion approved unanimously.

#### G. New Business:

1. Review Requested. A patron asked why the library closes on Easter and requested a review for the 2017 year. Board discussion of the Easter closing as well as some other close dates clarified that such closures are based on low library utilization. It is simply not cost effective to staff the library on such days. The board will modify the listing of such days to reflect low attendance or something similar.

Boeve moved to make this change in the operating schedule and add Mother's Day as a low attendance day as well. Tait second. Motion approved unanimously.

2. New FSLA Over-time Rules. Federal over-time rules have changed and we need policies that address the changes. The attorney has presented us with such modifications.

Boeve moved to approve the new policy as presented and Tait second. The motion passed unanimously.

3. Personnel Issues. The board learned that a personnel issue was resolved.
4. Study Room Policy. There is a need for policy concerning the new study rooms the library will offer when renovations are completed. Various aspects of managing use of these rooms were discussed in some detail. Based on the discussion the administration will bring proposed policy to a future board meeting. The same will be developed for use of the Annex space.
5. Laptop Checkout. The library has changed computer access for patrons whereby patrons can now check out a laptop for use in the library, as opposed to using a stationary desk top. This necessitates the library having a "lending" policy to effectively manage the use of the laptops. The board reviewed the proposed laptop lending policy.

Fullmer moved to approve the proposed policy. Boeve second. Motion approved unanimously.

6. Library Staff Day. In recent years the board has approved closing the library on a Friday to enable a Staff Development day for the whole staff. These have proved to be very successful and the administration has proposed doing so again in February or March of 2017.

Tait moved to approve closing a Friday in February or March of 2017 for a Staff Development Day. Fullmer second. Motion approved unanimously.

The administration will notify the board when a date has been selected.

H. Public Comment: No public.

J. Adjournment: The meeting adjourned at 6:20PM, having completed the agenda.

Next Regular Meetings: October 13, 2016, 5:00 PM, Place To Be Determined  
November 10, 2016, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary