

**DEWITT DISTRICT LIBRARY (DDL)**  
13101 Schavey Road, DeWitt, Michigan 48820

January 12, 2017 Meeting Minutes

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

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

Also Present: Director, Jennifer Balcom and Assistant Director, Mindy Schafer (for 30  
minutes)

Members Absent: Emily Fenneuff

B. Approval of Agenda:

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

C. Consent Agenda:

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

Summers moved to approve the consent agenda, less December minutes which did not  
get included in the board packet. Perpich second. Motion approved unanimous. Reports  
to be filed.

D. Public Comment: No public

E. Reports:

1. Director's Report. The Director commented on the lower statistic numbers for December noting that the holiday season had a bigger impact this year than in the past. The weather may well have been a factor as it was colder and snowier than recent years. Even film days were impacted.
2. Friends of the Library. The Friends met January 10, 2017 and focused on strategies to increase membership.

F. Pending Business:

1. Probationary Period Policy - This policy is now referred to as Orientation Period Policy as recommended by attorney. The policy was reviewed by the Board and following clarifications:

Fullmer moved to approve the policy. Tait second. Motion approved unanimous.

2. Patron Behavior Policy. The Board reviewed a revised version of this policy and discussion and clarification ensued. The policy had been reviewed by attorney. Following discussion:

Fullmer moved to approve the policy with modifications indicated, if approved by attorney, and Perpich second. This motion includes the policy summary. Motion approved unanimous.

G. New Business:

1. Library Closing Schedule for 2017. This schedule includes holiday closings and days where historical attendance data don't support being open.

Summers moved to approve the proposed schedule and Boeve second. Following discussion and clarification the motion passed unanimous.

2. DDL Board of Trustees Meeting Schedule for 2017. Discussion focused on the difficulty of finding alternative days given busy schedules, and that the current schedule has worked well for most members, most of the time.

Boeve moved to approve a 2017 schedule that continues meeting the second Thursday of each month, at 5:00PM. Tait second. Motion approved unanimous.

3. DDL Board Meeting Time. Addressed in above motion.
4. Library Lighting. Director Balcom arranged for an assessment of the florescent lighting in the library, as it is quite old and bulb replacement is more frequent than desired. The assessment resulted in an option to switch to led florescent, but that also requires additional modification to existing fixtures. Necessary labor costs raise questions about the feasibility of making such an investment. This issue will be examined further and may come back to the Board for further consideration.

H. Board Member Comments: None

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 5:45 PM, having completed the agenda.

Next Regular Meetings: February 9, 2017, 5:00 PM, DDL Annex  
March 9, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary