

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

October 12, 2017 Meeting Minutes

- A. The meeting was called to order by Vice President Perpich at 5:00 PM. Perpich appointed Summers as Acting Secretary in the absence of Secretary Fulmer.

Members Present: Paul Perpich, Wayne Summers, Lysne Tait and Tony Spagnuolo

Also Present: Director Jennifer Balcom

Members Absent: Brian Byars, Matt Boeve and Bill Fulmer

- B. Approval of Agenda:

Motion to approve as presented by Tait with a second by Spagnuolo. Approved unanimously.

- C. Consent Agenda:

1. Approval of September 14, 2017 Minutes
2. Treasurer Report through September, 2017
3. Correspondence

Tait moved to approve the consent agenda. Spagnuolo second. Motion passed unanimously.

- D. Public Comment: None

- E. Reports:

1. Director's Report. Director Balcom stated the City of DeWitt had mistakenly given approximately \$7,000 of library tax revenue to the transit authority. The error has been corrected. Also, the library was contacted by Disney concerning an illegal movie download from the library wireless router. In response the library has blocked P2P sharing and the user from using the library wireless Internet. Balcom reported attendance at programs, door count, and circulation numbers were up significantly last month from a year ago.
2. Friends of the Library. Tait announced the next Friends of the Library meeting will be on November 7, 2017 at 5:45 PM at the Looking Glass Brewery as long as it has opened by that date.

- F. Pending Business:

1. Friends of the DeWitt District Library and DeWitt District Library Memorandum of Understanding. The memorandum outlines the procedure to be used by staff to collect and deposit money for the Friends.

Summers moved to approve the Friends of the DeWitt District Library and DeWitt District Library Memorandum of Understanding as presented. Spagnuolo second. The Motion passed unanimously.

2. Employee Vacation Payout after Separation of Employment policy. Balcom presented and explained changes recommended by the library attorney to the policy proposal first reviewed in September.

Tait moved to approve the policy as presented. Spagnuolo second. The motion passed unanimously.

G. New Business:

1. Michigan Municipal League Liability and Property Pool insurance renewal rates were presented by Balcom.

Spagnuolo moved to approve the insurance renewal rates as presented. Tait seconded. The motion passed unanimously.

2. Virtual Card Memo of Understanding with the DeWitt Public Schools. The library has created virtual cards for all DeWitt High School students and staff using their current student IDs. The cards will be activated once the Memo of Understanding has been approved. Balcom further reported the school would like us to eventually include all students and staff in the district along with investigating other ways we can partner.

Tait moved to approve the Virtual Card Memorandum of Understanding as presented. Spagnuolo second. The motion passed unanimously.

3. Hoopla change. Unlike our other online databases, Hoopla charges the library for each use. Since use is expected to rise with the addition of DeWitt High School virtual cards, Balcom announced she intends to limit the number of check-outs to 3 per month per patron until we see what the usage numbers and costs will be so we can stay on the approved budget.

H. Board Member Comments: None

I. Public Comment: None

J. Adjournment: The meeting adjourned at 5:43 PM having completed the agenda.

Next Meetings: November 9, 2017, 5:00 PM, DDL Annex  
December 14, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Wayne Summers, Acting Secretary