

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

December 14, 2017 Meeting Minutes

A. The meeting was called to order by President Byars at 5:07 PM.

Members Present: Brian Byars, Matt Boeve, Bill Fullmer, Tony Spagnuolo (left at approximately 5:30 for another meeting), Wayne Summers

Also Present: Director Jennifer Balcom, Sue Garrity, President of the new Bath Township Library Board, Ryan Fewins-Bliss, Treasurer of Bath Library Board arrived approximately 6:00 PM

Members Absent: Lysne Tait, Paul Perpich

B. Approval of Agenda:

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

C. Consent Agenda:

1. Approval of November 9, 2017 Meeting Minutes
2. Treasurer Report through November, 2017
3. Communications

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

D. Public Comment: None

E. Reports:

1. Directors Report. The Director highlighted some of the points noted in her written report. Programming is going extremely well. The use of the Square program as cash register has enabled having data on sources of income and amounts. For first six months of this year fines and over dues is almost \$4,465; Non-resident cards is \$900; and the Fax is almost \$585.
2. Friends of the Library. The Friends met on December 4th with six people in attendance. They discussed two of the Friends goals; promotion of the Friends Group to increase membership and fundraising to support more library needs. A plan to enhance membership will first focus on the Book and Brew group which values this ongoing library program. The fundraising goal was discussed and they may launch an effort after the holidays for funds to expand the Wii games and controllers for the teen program.

Recently the Friends arranged for the holiday outdoor decorations of the library entrance which were terrific, and sponsored the Santa visit and December 5th

Storytime event including refreshments.

F. Pending Business: None

G. New Business:

1. Sue Garrity from the Bath Township Library Board provided an update on their efforts to date since the library millage was approved by the voters last month. The board was appointed by the Bath Supervisor and the board will henceforth be elected when the presidential cycle comes around. Sue and the Board are meeting frequently because of the large number of pieces that have to be created for the new organization to really function. This includes getting bank accounts arranged, getting attorney lined up to provide guidance on key issues, recruiting a library director, and so on. She is hopeful much will be in place by March/April of 2018. There was initial discussion of issues related to recognizing that DeWitt District Library has been supporting Bath TWSP residents who have a DDL card since July 1, 2017, even though the Bath Penal Fine dollars that supported this service to Bath residents ended for DeWitt effective July 1, 2017. This issue will be revisited as soon as the Bath Library Board has basic operations underway.

2. 2018 Library Closure Dates and Board Meeting Dates. The Director had proposed Closure dates and Board meeting dates. After review:

Boeve moved to approve the Board meeting dates as recommended and Summers second. Motion approved unanimous. Then Boeve moved to approve the Library closure dates as recommended and Summers second. Motion approved unanimous.

3. Waivers for select Library Programs. The director raised this issue in the past and subsequently checked with our attorney. The DDL offers programs that focus on physical activities such as walking program, Wii games, etc. The potential for participant injury exists, and our Insurance company and attorney suggest having participants sign a waiver. A form will be developed for this purpose and brought to the Board for approval.

4. Quarterly Budget Adjustments. There are three adjustments proposed to the current budget. The library switched their website management provider from Zaya to Liquid Web, a Lansing based firm, to get more reliable service. This will require moving \$2,500 from fund balance to the Telephone and Utilities line. Also, an analysis of our adult collection revealed being understocked in Adult Genre Fiction and overstocked in Adult Fiction Large Print. It is proposed to transfer \$5,000 from Adult Fiction Book to Genre Fiction, and \$1,000 from Adult Fiction Book to Large Print Books.

Summers moved to approve these adjustments and Boeve second. Motion approved unanimous.

5. Library Design Proposal. In an effort to make better use of the server space the library contacted Library Design Assoc., Inc. to look at options. A plan was designed that fits with the nearby meeting rooms and will offer an additional small meeting space. The cost estimate is less than \$6,400.

Summers moved to approve the go ahead on this proposal and Boeve second. Motion approved unanimous.

#### H. Updates on Current and Future Projects:

1. Staff Development Day 2018. The Director described the particular customer service approach they will focus on, and the hoped for outcomes.
2. Electronic Library Card Applications. The Director described an electronic library card application that will enable creation of an electronic record, thus eliminating the storage of paper applications. This will be implemented over the next few years as cards expire.
3. Storywalk Project. The DDL and DeWitt Township are partnering to establish storywalks along pathways in Granger Park. These will be permanent displays featuring a different story every few months.
4. Collection HQ. This is a purchased service that enables detailed analysis of the library collection in relation to need. This service enabled seeing the need for the budget adjustments noted above in item 4 of New Business.
5. 501c3 Research. Our attorney responded to our request to clarify advantages of establishing a Foundation versus a 501c3. Turns out in Michigan Libraries can't have Foundations. The attorney will do a proposal regarding establishing a 501c3 status. This status can make the library eligible to go after a variety of grants.

#### I. Board Member Comments:

Brian Byars provided an update on his experience with Jr. High teachers and the pending granting of DDL library cards for all Junior High students. High School students began using this service earlier this year. It enables them to access the DDL collection, and also the State Library MeLCat system. Thus they have access to a wide range of publications. Jr. High teachers are just learning about this access.

#### J. Public Comment: None

K. Adjournment: The meeting adjourned at 6:29 PM, having completed the agenda.

Next Meetings: January 11, 2018, 5:00 PM, DDL Annex  
February 8, 2018, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary