

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

April 20, 2017 Meeting Minutes

A. The meeting was called to order by President Byars at 5:04 pm.

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

B. Approval of Agenda:

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

C. Consent Agenda

1. Approval of March 9, 2017 Minutes
2. Treasurer Report through March, 2017
3. Correspondence

Perpich moved to approve the consent agenda. Summers second. Motion approved unanimous. Reports to be filed.

D. Public Comment: No public

E. Reports:

1. Director's Report. The stat reports were reviewed and the report was placed on file.
2. Friends of the Library. No report this month.

F. Pending Business:

1. Draft Mobile Hotspot Checkout Policy. Following review of the draft policy

Summers moved to approve the policy as amended, and approved by the attorney. Perpich second. Motion approved unanimous.

G. New Business:

1. Proposed Partnerships with DeWitt YMCA. The YMCA has utilized the DDL annex on one occasion for a class that was available to library patrons as well. That apparently worked well. The Director felt there could be benefit to both parties in having a partnership agreement for furthering such collaborations. A key issue pertains to the

libraries policy on fees for use of the annex. This issue was discussed from several perspectives and in the end the Board felt this was not recommended at this time.

2. Proposed Budget for 2017-18. The Director explained the items where a change is recommended and why. This item will come back to the Board next month.
3. DDL Mission and Vision. The Director proposed a modification to the library's written mission and vision statement. Following discussion and some modifications, including adding Oxford commas, and using "purpose" in place of "exists"

Fullmer moved to approve the revised Mission and Vision changes including modifications noted by the Board. Perpich second. Motion approved unanimous.

4. Draft Updated Library Operational Policies. The Board reviewed the highlighted items, some of which were recommended by the attorney, and suggested several clarifications. This item will be on the agenda next month for action.
5. Friends of the Library (FOL) Sale Items. The FOL had requested selling various items including t-shirts, candy, etc. at the library to raise funds for FOL. Discussion indicated this would involve DDL staff actually processing the transactions. The Board was not in favor having staff involved in this way, but does support FOL efforts at fund-raising. It was noted that if FOL members were able to manage the transactions themselves on an intermittent basis, the Board would reconsider such an arrangement.
6. Employee Voluntary Life Insurance. The Director recommended that the DDL enable staff to purchase life insurance through the library at staff expense. DDL would process the premium payments with deductions from payroll checks. Following discussion and clarification.

Summers moved to approve the proposed process and Boeve second. Motion approved unanimous.

7. Memorandum of Understanding with DDL and FOL. A draft agreement was reviewed. An agreement of this nature was recommended by our attorney. This will be presented for Board action next month.
8. Records Management and Digitization. The Director described the need for digitizing our records, and advantages in having such a system. She also recognizes the cost is presently prohibitive. The Board was appreciative of having this information.
9. Project Outcome. The Director discussed Project Outcome, a new program developed by the Public Library Association, to assist public libraries in sharing information so that there is a better understanding on the true impact of library services and programs. The program uses simple surveys and an easy to use process for measuring and analyzing outcomes.

While many public libraries collect data (outputs) about their services and programs, what is often lacking are the data to support what good they are providing their communities, such as programs serving childhood literacy, digital and technological training, and workforce development. Libraries using Project Outcome have the opportunity to demonstrate a library's effectiveness beyond patron attendance and anecdotal success stories DDL plans to begin using Project Outcome strategies beginning with the Summer Reading Program. The Director is hopeful to provide the library with better data, which in turn will help DDL become a better library.

H. Board Member Comments:

Perpich apologized for missing a few meetings of late. Byars expressed appreciation for the Directors openness and clarity in communicating happenings that will or could impact the DDL.

I. Public Comment: No public

J. Adjournment: The meeting adjourned at 7:00PM, having completed the agenda.

Next Regular Meetings: May 11, 2017, 5:00 PM, DDL Annex
 June 8, 2017, 5:00 PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary