

## DEWITT DISTRICT LIBRARY (DDL) BOARD

13101 Schavey Road, DeWitt, Michigan 48820

June 8, 2017 Meeting Minutes

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

Members Present: Brian Byars, Paul Perpich, Matt Boeve, Lysne Tait  
Also Present: Jennifer Balcom, Library Director and Dan Wietcha, Bath Township Superintendent  
Members Absent: Bill Fullmer, Wayne Summers

B. Approval of Agenda:

The Library Director proposed that Teens be added to the agenda under New Business.

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

C. Consent Agenda:

1. Approval of May 11, 2017 Minutes (not available)
2. Treasurer Report through May, 2017
3. Correspondence

Boeve moved to approve the consent agenda without the May 11, 2017 meeting minutes (which were not available). Tait second. Motion passed unanimous. Reports to be filed.

D. Public Comment: No public

E. Reports:

1. Director's Report. The Drop-in DIY for teens was successful. Adult programs are doing well. Staff is gearing up for the Summer Reading Program which starts June 10.
2. Friends of the Library. The Friends of the DeWitt District Library had one new member at last meeting. The Little Free Library is all set up at The Crafted Been. The next meeting is scheduled for July 12 at Bridge St. Social Club at 5:30 p.m.

F. Pending Business:

1. Dan Wietcha, Bath Township Superintendent, presented a letter relating to Bath Township's interest in working with the DeWitt District Library to create a branch in Bath. Bath Township would like to hold a millage in November. Therefore, Mr. Wietcha stressed the importance of moving quickly. Discussion ensued regarding the salient matters listed in the letter, i.e. Michigan District Library Law and how it

applies to this instance, and next steps. The DDL Board decided to hold a special meeting on June 15 at 5 p.m. so that the absent DDL board members could be part of the discussion. The next step (according to Michigan District Library Law) is for the Bath Board of Trustees to pass a resolution to join the DDL. Reports to be filed.

2. Library Bylaw Revision. This item was tabled until the next regular Board Meeting, as all board members need to be present to vote.

G. New Business:

1. Parking Lot Project. After Mike and Son Asphalt removed the old asphalt in the library parking lot to prep for the new parking lot, they discovered that there were many places holding water which required that drainage tiles be installed, and other improvements made in order to fix the parking lot appropriately. Additional funds need to be appropriated to cover the added costs.

Boeve moved to appropriate an additional \$19,000 from fund balance to the Capital Outlay; Building and Property Improvements for parking lot reconstruction. Perpich second. Motion approved unanimous.

2. Budget Adjustments for FY 2015-2016. The following budget categories are in need of adjusting for FY 2015-2016.

Capital Outlay:

|                                 |          |
|---------------------------------|----------|
| Furniture, Fixtures & Equipment | \$11,800 |
| Technology & Computers          | \$2,000  |

Contractual Services:

|                  |         |
|------------------|---------|
| Legal            | \$5,000 |
| Miscellaneous    | \$1,000 |
| Rental Expense   | \$500   |
| Software Expense | \$4,000 |

Insurance:

|                |       |
|----------------|-------|
| Building       | \$400 |
| Workman's Comp | \$100 |

Maintenance & Repair:

|                            |         |
|----------------------------|---------|
| Building Maintenance       | \$3,500 |
| Computer Repair-Technology | \$2,000 |

Telephone & Utilities:

|                       |         |
|-----------------------|---------|
| Telephone & Internet  | \$2,500 |
| Water, Gas & Electric | \$2,500 |

Total Adjustment: \$35,300

Perpich moved to approve the recommended adjustments as presented (moving \$10,500 from Books & Supplies to the budget categories in Contractual Services and moving \$24,800 from Salary & Wages to the budget categories in Capital Outlay, Insurance, Maintenance & Repair, and Telephone & Utilities). Boeve second. Motion approved unanimous.

3. Collection HQ Proposal. The Director provided an overview of Collection HQ software and the proposal the company submitted to the library. Collection HQ software provides guidance and tools for staff book selectors to assist them in the selection of library materials which in turn will improve the performance of the library's collections and circulation.

Tait moved to approve and appropriate \$9,750 from the Books & Supplies budget to Contracted Services Software Expense. Matt Boeve second. Motion approved unanimous.

4. PNC and 5/3 Bank Account Signers. Library bank documents need to be updated to reflect Matt Boeve as Treasurer and to remove past DDL Board member Emily Fenneuff.

Tait moved to approve adding DeWitt District Library Board Treasurer Matt Boeve (and removing Emily Fenneuff) as a signer to all library accounts at PNC and 5/3 banks. Perpich Second. Motion approved unanimous.

5. Handbook Revision. Director Balcom asked that the Board approve a revision to the Employee Handbook to clarify the appropriate use of sick time as it relates to care of a family member under Section 7.3 Sick Time.

Boeve moved to approve the change to the Employment Handbook under Section 7.3 Sick Time as presented. Boeve second. Motion approved unanimous.

6. Teens. There was discussion regarding the behavior of teen patrons. The library director affirmed that there are library policies in place and they are being used.

H. Public Comment: No public.

I. Adjournment: The meeting adjourned at 7:22 PM having completed the agenda.

Next regular meetings: July 13, 2017, 5 PM, DDL Annex  
August 10, 2017, 5 PM, DDL Annex

Respectfully submitted by Lysne Tait, Board Trustee