

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

March 8, 2018

A. The meeting was called to order by President Byars at 5:05 PM.

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

Also Present: Director Jennifer Balcom, Patron Nettie Walker-Wood

Absent: None

B. Approval of Agenda:

Motion to approve agenda by Boeve with addition of Report #3, Service Priorities, with a second by Summers. Motion passed unanimously.

C. Consent Agenda:

1. Approval of February 8, 2018 minutes
2. Treasurer's Report through February, 2018
3. Correspondence

Motion to approve by Tait with a second by Summers. Motion approved unanimous.

D. Public Comment: None

E. Reports:

1. Director's Report. Director Balcom summarized select items in the report which reflected another busy month of programming. She also gave update on teen services and teen issues. The staff development day was very successful. The heat problem in the Annex can't be fixed until temps warm as problem is with unit on the roof. Space heaters are filling in.
2. Friends Report. The friends have added members and have expanded fund raising efforts. They are funding a number of efforts to enhance programs.
3. Service Priorities. As part of the recent staff in-service, customer experience with the library was examined in the context of what most strengthens our relationship for and with customers. This got refined into four categories, those being, Convenience, Efficiency, Consistency, and Stewardship. The Director explained that this concept becomes a screen through which our policy and procedure must fit. This was discussed and will become part of our review process.

F. Pending Business:

None

G. New Business:

1. Library Connections Video. Director Balcom showed a short video produced to reflect that the DeWitt library is much more than a collection of books and magazines. The services offered reflect connections to the many facets of our community. The video can be used in a wide range of presentations staff do each year in the community.
2. Library Copier Lease Contract. The current lease is ending and bids were sought for replacement. The Board reviewed quotes from Applied Imaging, HC Berger, and Polack Corporation. The Board sought clarifications from the Director on current usage and cost information to better compare the quotes.

Motion by Perpich with a second by Fullmer to approve the comprehensive quote from Applied Imaging and gave Director Balcom approval to proceed with completing that agreement. The motion was approved unanimous.

3. Newsletter Print and Mail Proposal. Director Balcom proposed that the Board consider a periodic mass-mailing of the quarterly newsletter that now only goes to Facebook members. The intent being to inform more of the District residents of the nature of services and programs offered each quarter. It would not be done quarterly, but 1-2 times a year. A mailing of this nature is somewhat expensive, and would be difficult with current projected revenues. However, the concept seemed to have some merit and will be looked at again as part of the budgeting process.
4. Draft Budget for FY 2018-2019. This draft is presented earlier than usual, but is offered to get the discussion going. Questions from the Board were answered so that the members would have an understanding of the context in which the current proposed numbers are offered. No action needed at this time.

H. Board Member Comments:

1. Perpich expressed appreciation for leadership staff and their consistent initiative and creativity in pushing the organization further toward excellence.

I. Public Comment: None

J. Adjournment: The meeting adjourned at 6:20 PM having completed the agenda.

Next Meetings: April 19, 2018 at 5:00 PM, DDL Annex
May 10, 2018 at 5:00 PM, DDL Annex