

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

April 19, 2018

- A. The meeting was called to order by President Byars at 5:05 PM. Byars appointed Summers as acting secretary in the absence of Fulmer.

Members Present: Brian Byars, Matt Boeve, Wayne Summers, Tony Spagnuolo and Lysne Tait (arriving at 5:30 PM).

Also Present: Director Jennifer Balcom

Absent: Bill Fulmer and Paul Perpich

- B. Approval of Agenda:

Motion to approve as submitted by Boeve with a second by Spagnuolo. Approved unanimously.

- C. Consent Agenda:

1. Approval of March 8, 2018 minutes.
2. Treasurer's report and approval of vouchers.
3. Correspondence

Motion to approve by Spagnuolo with a second by Boeve. Passed unanimously.

- D. Public Comment: None

- E. Reports:

1. Director's Report. Director Balcom reported the library once again sponsored a Battle of the Books. Participation was down this year as there was little interest from DeWitt Schools. New teen chairs in the annex are a hit and after school teen attendance has been improving. A new seed exchange library program is under development. Circulation and program attendance is up from last year.
2. Friends Report. No report.

- F. Pending Business:

1. Draft Budget. The Board reviewed and asked for clarification of several items in the proposed budget. Action will take place during the May annual meeting.

G. New Business:

1. Health Insurance. Director Balcom explained that currently, some of the part-time library staff are paying for individual health insurance policies through the insurance marketplace which can be very costly. The library would like to offer its part-time employees who regularly work between 32-39 hours per week, the opportunity to enroll in the library's group health and vision coverage at their own cost (vision coverage is included in the health policy). Participation will translate into lower monthly premiums, better coverage and lower annual deductibles for these employees.

Motion by Boeve with a second by Spagnuolo to offer employees who work between 32 and 39 hours the opportunity to enroll in the library's group health and vision insurance through library payroll deduction at their own expense. The library will not be contributing toward the cost. Motion passed unanimously.

2. Project Outcome Surveys. Director Balcom shared the positive results from the first of three planned patron service surveys. No action was taken.
3. New Library Logo. Director Balcom shared an unsolicited proposal by Skyline Outdoor for a new logo. The Board will take it under advisement and discuss it at a future meeting.
4. Library File Retention. Director Balcom announced the shredding of old outdated documents has been completed and we are fully in compliance with the State recommended schedule for records retention.
5. Exterior Paint Quote. Director Balcom shared that the paint on the wood exterior of the library has faded and needs to be repainted. A quote was presented in the amount of \$3,900.00.

Motion by Summers with a second by Boeve to authorize the director to contract to paint the exterior wood trim on the library. Total cost not to exceed \$4,000. Motion passed unanimously.

6. Proposed Revision to Library Patron Behavior Policy. Director Balcom stated there have been a few cases of materials being returned in an odorous condition requiring staff to take lengthy steps to remove the smell. After discussion the Board decided no policy changes were needed at this time. Staff will amiably work toward a resolution with the offending patrons.

H. Board Member Comments: None

I. Public Comment: None

J. Adjournment: The meeting adjourned at 5:55 PM having completed the agenda.

Next Meetings: May 10, 2018 at 5:00 PM, DDL Annex
 June 14, 2018 at 5:00 PM, DDL Annex

Submitted by Wayne Summers, Acting Secretary