

## DEWITT DISTRICT LIBRARY (DDL) BOARD

13101 Schavey Road, DeWitt, Michigan 48820

May 10, 2018

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

Members Present: Brian Byars, Bill Fullmer, Paul Perpich, Wayne Summers,  
and Lysne Tait

Members Absent: Matt Boeve, Tony Spagnuolo

Also Present: Director Jennifer Balcom

B. Approval of Agenda:

Summers moved to approve the agenda as submitted and Perpich second. Motion approved unanimous.

C. Approval of Consent Agenda:

1. Approval of April 19, 2018 Minutes
2. Treasurers Report
3. Correspondence

Fullmer moved to approve the Consent Agenda. Tait second. Motion approved unanimous.

D. Public Comment: None

E. Reports:

1. Director's Report. Director Balcom indicated that story times continue to be popular. Our WonderFULL theme for April was "Build It!". Children were able to drop-in, and build with Lego's, K'Nex, and more. Special programs were offered during Spring Break week and were well attended. DeWitt City police Officer Mike Nunham did a special program for teens on Cyber Safety. He kept the kids laughing while giving terrific info on the safety.
2. Friends of the Library. Friends' membership continues to grow slowly but it's growing. They're meeting regularly and finding new ways to raise money.

F. Budget Hearing:

1. Proposed Budget for FY 2018-19

Summers moved to enter the Budget Hearing at 5:20 PM. Perpich second. Motion approved unanimous.

Discussion and clarifications regarding the proposed budget followed.

At 5:37 PM, Tait moved to leave the Budget Hearing and Perpich seconded. Motion approved unanimous.

The regular session then resumed and the following motion regarding the FY 2018-2019 proposed budget was passed as follows:

Perpich moved to approve the proposed FY 2018-19 Budget and Tait second. Roll-call vote; Perpich - Yes; Byars - Yes; Tait - Yes; Summers - Yes; Fullmer – Yes. motion approved unanimous.

#### G. Annual Meeting Business:

1. Review of Staff Salaries. Following this review the Director recommended a 2.5% raise in staff salaries, and non-salary staff payments, noting they have had no increase the past two years. This raise is reflected in the approved FY 2018-19 budget.

Summers moved to approve a 2.5% increase in staff salaries and Tait second. Motion approved unanimous.

2. Review of By-laws, policies and procedures

- a. By-Laws

Board President Term Limits. This item was examined from several perspectives and while several good clarifications were put forth it was determined that no action would occur this month and include it as pending business next month.

Virtual Attendance Policy. After examining the proposed by-law amendment

Perpich moved to approve the proposed by-law with the addition of the phrase, "three of which are physically present at the meeting", to the end of the first sentence. Fullmer second. Roll call vote; Perpich - Yes; Tait - Yes; Byars - Yes; Summers - Yes; Fullmer - Yes. Motion approved unanimous.

- b. Operational Policies

Length of Loan Policy. Management proposed three changes to the current length of loan circulation policy. These address music check out duration, number of digital items per card at a time, and processing fees at management's discretion rather than a mandatory action.

Summers moved to approve the proposed Length of Loan policy changes and Tait second. Motion approved unanimous.

3. Election of Officers for FY 2018-19

The following slate of officers was nominated. Perpich president, Byars vice president, Boeve treasurer and Fullmer Secretary.

Summers moved to approve the nominated slate of officers and Tait second. Motion approved unanimous.

H. Pending Business: None

I. New Business:

1. New Library Logo Proposal, Skyline. Skyline drafted an unsolicited logo for the Library to consider. The board briefly discussed likes and dislikes of the design, and decided this was not the time to make a decision.

J. Board Member Comments: None

K. Public Comment: None

L. Adjournment: The meeting adjourned at 6:25 PM, having completed the agenda.

Next Meetings: June 14, 2018, 5:00 PM, DDL annex  
July 12, 2018, 5:00 PM, DDL annex

Respectfully submitted by Bill Fullmer, Secretary