

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

April 14, 2022 Meeting Minutes

- A. The meeting was called to order by President Byars at 5:03 pm.
Members Present: Brian Byars, Matt Boeve, Wayne Summers, Lysne Tait, and Paul Perpich
Also Present: Director Jennifer Balcom
Members Absent: Tony Spagnuolo and one vacancy
Members of the Public Present: None
- B. Approval of Agenda: Motion to approve, with addition of B1 Secretary vacancy, by Perpich with a second by Boeve. Passed Unanimously.
1. Secretary Vacancy – Motion by Perpich with a second by Boeve for Summers to fill the unexpired term of Secretary. Motion carried unanimously.
- C. Consent Agenda:
1. Approval of January 2022 minutes with the striking of “via Zoom” through “absence” in section A.
 2. Approval of the March 2022 minutes.
 3. Correspondence - none
 4. Treasurer’s report
- Motion to approve by Tait with a second by Perpich. Passed unanimously.
- D. Public Comment – None
- E. Reports
1. Director Balcom reported the library had 68 teen and adult participants in the egg roll. About 50 patrons are participating in the seed library. Our notary services have been very popular and we now have two notaries on staff. The library has just received 600 covid test kits which it will make available to the public at no cost. The family of former Board Secretary Bill Fulmer has been in contact with Balcom about a possible memorial gift. The Community Health initiative from the March Board meeting is now likely to be taken up by DARA.
 2. Friends of the Library – The Friends are taking on a number of projects. They are continuing to sponsor the Book Page magazine They provided gifts for the egg roll and are providing two enhancements to the DeWitt Road property. Soon to be installed will be a little library and a bike repair station. They are also planning a fundraiser with Culver’s on May 16th.
 3. Woodlands Coop – The COOP is purchasing an addition \$70,000 of eresources.

F. Pending Business

1. Staffing Changes – The library will be experiencing a number of staffing changes over the next few months. This may result in changes to some staff responsibilities.
2. Strategic Plan – A survey for the library community will be conducted soon. It will be followed by two focus groups and a Board meeting to review the results in June.
3. Budget for FY 2022-2023 - The draft budget was reviewed and will be acted on at the May annual meeting.

G. New Business

1. Grounds Maintenance RFQs – The Board reviewed 4 submitted proposals for summer lawn care. Motion by Tait with a second by Boeve to accept the proposal from Smith Landscapes. Motion approved unanimously.
2. Annual Health Savings Account Contribution – Motion by Perpich with a second by Boeve to contribute \$2,000 for each family plan and \$1,000 for each individual plan for the health plan year to be paid in quarterly installments. Motion passed unanimously.

H. Board Member Comments – None

I. Public Comment – None

J. Adjournment – Motion by Byars to adjourn at 6:01

Next Meeting: Thursday, May 12, 2022, at 5pm. (Annual Meeting)

Submitted by Wayne Summers, Secretary