

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

May 12, 2022 Meeting Minutes

- A. The meeting was called to order by Vice President Perpich at 5:05 pm.
Members Present: Wayne Summers, Lysne Tait, April Kirchen, and Paul Perpich
Also Present: Director Jennifer Balcom
Members Absent: Tony Spagnuolo, Matt Boeve, and Brian Byars
Members of the Public Present: Melissa DeMong-Shafer
- B. Approval of Agenda: Motion to approve, with addition of New Business I-1 Internet Filtering, by Tait with a second by Kirchen. Passed Unanimously.
- C. Consent Agenda:
1. Approval of the April 14, 2022 minutes.
 2. Correspondence
 3. Treasurer's report
- Motion to approve by Kirchen with a second by Tait. Passed unanimously.
- D. Public Comment – DeMong-Shafer said she had heard some staff members are not wearing name tags. Director Balcom said she will investigate the matter.
- E. Reports
1. Director Balcom reported the morel mushroom program was well attended with positive feedback from patrons. The doors separating the two sections of the annex are expected to be installed soon. The Little Free Library at the DeWitt Road land will also be installed soon. The library book bike is currently being customized and should be available by June.
 2. Friends of the Library – The Friends are having a Culver's fundraiser on May 16th from 5-9 pm. They are also helping to fund the summer reading program and preparing to post a series of library facts on their website.
 3. Woodlands Coop – No report as the library no longer has a representative on the Board.
- F. Budget Hearing – Motion to begin the budget hearing by Tait with a second by Kirchen. Yeas: Tait, Kirchen, Perpich, Summers. Nays: none. After a discussion of the proposed budget, motion to leave hearing by Tait with a second by Kirchen. Yeas: Tait, Kirchen, Perpich, Summers. Nays: none.
- G. Annual Meeting Business
1. Review of staff salaries – The proposed budget includes a 3% increase for all staff.
 2. Review of by-laws, policies, and procedure – No changes at this time.
 3. Election of officers – Tabled to the June meeting due to three members being absent.

4. Approval of 2022-2023 budget – Motion by Kirchen and second by Tait to approve the proposed budget. Yeas: Tait, Kirchen, Perpich, Summers. Nays: none.

H. Pending Business

1. Strategic Plan – To date 700 responses to the library survey have been received. On June 3rd the consultant will conduct a focus group followed by a June 9th session with the Board to review the results.

I. New Business

1. Internet Filtering – Director Balcom informed the Board of an issue at one of the card catalog computers where a patron left an unauthorized image on the screen. She is investigating options to prevent it from happening again.

- J. Board Member Comments – Kirchen expressed her sympathy on the death of previous Board member Bill Fullmer, and she looks forward to replacing him with the same enthusiasm he had for the DeWitt District Library.

K. Public Comment – None

- L. Adjournment – Motion by Perpich to adjourn at 6:12

Next Meeting: Thursday, June 9, 2022, at 5pm. This meeting will also include a Strategic Planning Session and is expected to run 2-3 hours with a light meal provided for Board members and Staff.

Submitted by Wayne Summers, Secretary