

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

September 8, 2022 Meeting Minutes

A. The meeting was called to order by President Byars at 5:01 pm.

Members Present: Wayne Summers, April Kirchen, Matt Boeve, and Brian Byars

Also Present: Director Jennifer Balcom and Marta Litos

Members Absent: Lysne Tait, Tony Spagnuolo, and Paul Perpich

Members of the Public Present: Melissa DeMong-Shafer

B. Approval of Agenda: Motion to approve proposed agenda by Kirchen with a second by Boeve. Passed unanimously.

C. Consent Agenda:

1. Approval of the August 11, 2022 minutes.
2. Correspondence
3. Treasurer's report

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

D. Public Comment – None

E. Reports

1. Director Balcom reported the summer reading program was a success. 182 children, 76 teens, and 121 adults participated. Our new book bike made its initial appearance in the Ox Roast parade. Circulation and door counts are up. A new staff member has been hired and has been an excellent addition. Director Balcom also announced she has accepted the position of Director of the Mid-Michigan Library COOP, and October 28th will be her last day with us.
2. Friends of the Library – The Friends are currently exploring opportunities for them to assist the mission of the library.

F. Pending Business

1. Strategic Plan – It was decided to postpone further work on the strategic plan until a new library director has been hired.

G. New Business

1. Homebound Policy - This new service will deliver library materials to those in our library district who are unable to visit the library. Motion to approve the proposed policy by Summers with a second by Kirchen. Motion passed unanimously.
2. Woodlands Member Contract – Motion by Boeve with a second by Kirchen to approve the proposed contract. Motion passed unanimously.

3. PNC Credit Card – Motion by Boeve with a second by Kirchen to approve Marta Litos as a signer and holder of a library credit card. Motion passed unanimously.
4. Director Search – Motion by Summers with a second by Boeve to approve the proposal by Mortimore Consulting to assist with the search for a new library director. Motion passed unanimously. A search committee of Lysne Tait, Marta Litos and Jennifer Balcom was selected and directed to work with Mortimore Consulting to develop and approve of the job posting and approve and assist with a staff survey.

H. Board Member Comments – None

I. Public Comment – None

J. Adjournment of Regular Meeting – Motion by Byars to adjourn at 5:53