

## DEWITT DISTRICT LIBRARY (DDL) BOARD

DeWitt District Library, Woodruff Room  
13101 Schavey Road, DeWitt, Michigan 48820

September 10, 2015 Meeting Minutes

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

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

Also Present: Director, Jennifer Balcom and Assistant Director, Mindy Schafer.

Members Absent : Emily Fenneuff.

B. Approval of Agenda: Summers moved to approve the agenda as amended adding "storage options"; Perpich second. Motion approved unanimous.

C. Consent Agenda

1. Approval of August 13 Minutes;
2. Treasurer Report: August checks, and FY 2015-16 budget to actual report through August, 2015.

D. Public Comment: None

E. Reports:

1. Correspondence – None
2. Director's Report - Director Balcom highlighted a few issues mentioned in the report. In general the utilization statistics continue to exceed last year, often by large amounts. She also noted that the initial electronic newsletter went to 5,600 active email addresses with good results. Also, By-Laws are now on the "About Us" tab on the web page.
2. Friends of the Library - Nothing to report this month.

## F. Pending Business: after discussion

1. Library Strategic Plan - The board reviewed the draft plan and after discussion Director Balcom suggested board members send in recommended alterations. The Plan will be on next months' agenda.

## G. New Business:

1. Library Design/ Building RFP - Issuance of the RFP was delayed by the attorney additions which required extending the due date. Board review will occur next month.

2. Envisionware/Mobile Print Quote - The quote was reviewed and questions answered. Summers moved and Perpich second, to approve the four year quote for a total of \$7,671.85 with Envisionware. Motion approved unanimous.

3. Proposed Lease/Schavey Shopping Center - The board reviewed the lease which had been approved by our attorney. The space will enable some programs to be provided in that space. The lease terms were viewed as reasonable for that kind of space. Fullmer moved to approve the lease for five years and Tait second. Motion approved unanimous.

4. Library Audit Proposal/Maner Costerisan - The audit proposal from Maner Costerisan specifies a cost of \$5,100 which is up \$200 from last year. Perpich moved to approve the arrangement with Maner Costerisan and Boeve second. Motion passed unanimous.

5. Library Personnel Committee - Director Balcom requested that the board approve a Personnel Committee to work with staff in reviewing selected personnel policies that need updating. The committee would then make recommendations to the full board at a future board meeting. The President appointed himself, Lysne Tait and Emily Fenneuff to serve as this committee.

6. Library Credit Card - In the past the library had a credit card that could be used by staff to make purchases. That card was not renewed some years back though the library credit card policy still exists and is sound. Staff now requested reinstating an active credit card as many purchases now require credit card payment. After clarifications, Perpich moved to add Director

Jennifer Balcom and Assistant Director Melinda Schafer as authorized card holders on a library credit card issued through PNC Bank (which is the library's present bank). Second by Tait. Motion approved unanimous.

7. Storage Options - The library has had various materials in storage at the DeWitt Township Community Center for several years. This includes the DeWitt historical collection, and books. The Township has asked the library to remove these items so the Township can utilize the space for their purposes and they're seeking a quick timeframe. The board discussed options, noting that the materials require a temperature controlled storage space and finding suitable space will require some time. 90 days was felt to be a minimum target at this time.

H. Board Member Comments - None.

I. Public Comment - None.

J. Adjournment - The meeting adjourned at 6:15PM, having completed the agenda.

Next Regular Meeting:   October 8, 2015, 5:00 PM, DDL  
                                  November 12, 2015, 5:00 PM, DDL

Respectfully submitted by Bill Fullmer, Secretary.