

DEWITT DISTRICT LIBRARY (DDL) BOARD

DeWitt District Library
13101 Schavey Road, DeWitt, Michigan 48820

February 11, 2016 Meeting Minutes

A. The meeting was called to order by President Byars at 5:02 pm.

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

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

Members Absent: Emily Fenneuff

B. Approval of Agenda:

Fullmer moved to approve the agenda; Tait second. Motion passed unanimous.

C. Consent Agenda:

1. Approval of January 14 Minutes
2. Treasurer Report through January, 2016
3. Correspondence

Boeve moved to approve the consent agenda. Tait second. Motion approved unanimous.

D. Public Comment: No public

E. Reports:

1. Director's Report. Youth services in January were again very strong. The library received the occupancy permit regarding the renovated Annex, Suite 3. It is a big help in reducing congestion in the main library. Many different programs will be run there.

The director informed the board that White Pine Cooperative is making a change regarding the e-book arrangement, which poses a dilemma for the DeWitt Library. After much discussion to understand the issues and options the board expressed their concerns and need for clarification of options. This will be addressed at next month's meeting.

The director gave an update on the legislation that restricted libraries and others from speaking about pending millage requests more than 60 days before the election (Senate Bill 571). There is currently an injunction against implementing it, and changes are being proposed in the capitol.

2. Friends of the Library. The Friends group is trying to find a meeting time for their next meeting.

F. Pending Business:

1. Update on Library Renovations. The library received an occupancy permit for use of the renovated Annex, Suite B. Teen programs are being run there and the Annex will greatly reduce congestion in the main library with many programs being run there.

G. New Business:

1. Review of Strategic Plan goals. Completed goals were highlighted and reflect good progress to date. Other goals for this year are time specific and will be addressed later in the year.
2. Emergency Procedure Manual. The Director presented a procedure manual to guide staff in a range of emergency situations. The manual was developed with input from other library examples, library staff, local police and fire people, and has been reviewed by attorney.

Summers moved and Tait second, to approve the Emergency Procedure Manual as presented. Motion passed unanimous.

3. Non-resident Card Fees. Reviewing this issue is one of the Strategic Plan goals for this year. After reviewing information of current fees, fees of other nearby libraries, and costs to our resident members.
4. Fullmer moved to approve a non-resident rate schedule of \$30 a year for adults, and \$40 a year for families. Boeve second. Motion approved unanimous.
5. On a related issue, the Director presented a copy of the Loaning of Library Materials policy with proposed changes for resident cardholders and some for non-resident cardholders. Following board review.

Tait moved and Boeve second to approve the modified policy as presented. Motion approved unanimous.

6. April Board Meeting Change. The April meeting is on the same date as the Community Showcase. Some board members are obligated to work there. The Wednesday before the 13th appeared available for members.

Fullmer moved and Perpich second, to move the April meeting to April 13, 5:00pm, in the Suite B Annex behind the library. Motion passed unanimous.

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- H. Board Member Comments. Fullmer applauded the work staff have done over the past several months to creatively improve space utilization in the library. Both appearance and functionality are improved.

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 6:12 PM, having completed the agenda.

Next Regular Meetings: March 10, 2016, 5:00 PM, DDL Woodruff Annex
 April 13, 2016, 5:00 PM, DDL Woodruff Annex (Wednesday)

Respectfully submitted by Bill Fullmer, Secretary