

DEWITT DISTRICT LIBRARY (DDL)
13101 Schavey Road, DeWitt, Michigan 48820

February 9, 2017 Meeting Minutes

- A. The meeting was called to order by President Byars at 5:00 pm. President Byars appointed Trustee Summers as Acting Secretary.

Members Present: Brian Byars, Lysne Tait, Matt Boeve, Wayne Summers

Also Present: Director, Jennifer Balcom

Members Absent: Paul Perpich, Emily Fenneuff, Bill Fulmer

- B. Approval of Agenda:

Tait moved with second by Boeve to approve the agenda with the addition of December minutes to the Consent Agenda and April Board Meeting to New Business. Motion passed unanimously.

- C. Consent Agenda:

1. Approval of December 2016 Minutes
2. Approval of January 2017 Minutes
3. Treasurer Report through January 2017
4. Correspondence

Boeve moved with a second by Tait to approve of the Consent Agenda as amended. Motion passed unanimously.

- D. Public Comment: No public

- E. Reports:

1. Director's Report. The Director reported highlights of the last month. The new custodian/maintenance person is doing an exceptional job. As a result of his skill set the library has cancelled its contract with A-1 Mechanical as we can now perform routine service in-house. The library has initiated use of a Square cash register. The new study room has been well used. The library has begun tabulating volunteer hours. The library has subscribed to Grant Station to help secure additional sources of funding for library programs and services.

2. Friends of the Library. Tait reported that the Friends are planning a DeWitt history calendar project as a 2018 fundraiser.

F. Pending Business:

1. Library Meeting Room Policy. The Library Meeting Room Policy was presented and approved with the following changes:

Motion by Boeve with a second by Tait to approve of the presented policy with the following adjustments. Usage fees for each two hour session have been adjusted to \$15 for library cardholders and non-profits; \$50 for non-cardholders and for profits; and waived for Friends of the DeWitt District Library and members of Friends of the DeWitt District Library. Motion passed unanimously.

G. New Business

1. RFQ for Lawn Services. The Director gave information about the RFQ. Proposals will be reviewed at the March meeting.
2. 2017 Board of Trustees Directory. The Director presented the current Board of Trustees Directory.
3. Report on Meeting with Bath Township. President Byars and the Director reported on a meeting requested by representatives from Bath Township. Bath Township is currently investigating joining a neighboring library district.
4. The Library of Things. The Director reported the library is exploring loaning items other than traditional materials. The Board discussed purchasing 5 mobile hot spots for check-out by patrons. The Director will bring a proposed use policy to the March meeting for possible action.
5. April Board Meeting. Due to a scheduling conflict with the DeWitt Community Showcase it was recommended that the April 13, 2017 Board meeting be rescheduled. A new date was approved:

Tait moved to move the April meeting to April 20th at 5:00 PM with a second by Boeve. Motion passed unanimously.

H. Board Member Comments: None

I. Public Comment: No public.

J. Adjournment: The meeting adjourned at 5:58 PM, having completed the agenda.

Next Regular Meetings: March 9, 2017, 5:00 PM, DDL Annex
 April 20, 2017, 5:00 PM, DDL Annex

Respectfully Submitted by Wayne Summers, Acting Secretary