

DEWITT DISTRICT LIBRARY (DDL) BOARD

13101 Schavey Road, DeWitt, Michigan 48820

May 11, 2017 Meeting Minutes

A. The meeting was called to order by President Byars at 5:03 pm.

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

Also Present: Jennifer Balcom, Library Director

Members Absent: Emily Fenneuff, Matt Boeve

B. Approval of Agenda:

Perpich moved to approve the agenda with the addition of two Pending Business items, those being Parking Lot update, and LED lighting issue; Tait second. Motion approved unanimous.

C. Approval of Consent Agenda:

1. Approval of April Minutes
2. Treasurers Report
3. Correspondence

Summers moved to approve the Consent Agenda. Tait second. Motion approved unanimous.

D. Public Comment: No Public

E. Reports:

1. Director's Report. The Director summarized service utilization numbers, noting that the bases for some decreases are not yet clear.
2. Friends of the Library. Lysne Tait summarized that they are meeting next week, and have arranged to have books at the new coffee shop in Downtown DeWitt.

F. Budget Hearing:

Summers moved to enter the Budget Hearing at 5:20 pm. Perpich second. Motion approved unanimous.

The proposed 2017-18 budget was again reviewed and clarifications were discussed.

Summers moved to end the budget hearing and return to regular business. Perpich second. Motion approved unanimous at 5:40 pm.

2017-2018 FY Budget

Summers then moved to approve the proposed 2017-18 budget, as amended; Tait second. Roll-call vote; Tait - Yes; Summers - Yes; Perpich - Yes; Fullmer - Yes; Byars - Yes. Motion approved unanimous.

G. Annual Meeting Business:

1. Review of Staff Salaries. This review was completed with the Director recommending a raise in the Assistant Director's salary, noting a significant increase in management responsibilities during and following library construction.

Summers moved to approve a salary increase of \$2,539.92 per the Director's recommendation. Tait second. This cost is included in the approved budget. Motion approved unanimous.

2. Election of Officers. President Byars inquired if current officers were prepared to continue in their position, and acknowledged that Boeve was prepared to accept the Treasurers position.

Summers moved to nominate Byars as President, Boeve Treasurer, Fullmer Secretary and Perpich Vice President for the 2017-18 year. Tait second. Motion approved unanimous.

3. Review of Bylaws and Operational Policies. This review has occurred over the past several months, and some actions taken as needed at that time.

Bylaws

Summers moved to add Watertown Township to the Bylaws, Article III – The Board of Trustees section, and to remove the \$15 trustee stipend in the Bylaws Article III – The Board of Trustees section, which has been intentionally ignored ever since the 2008 revenue crisis. Tait second. Motion approved unanimous.

Operational Policies

Perpich moved to approve the Operating Procedures as presented, to include the addition of post audit language in the Payment of Bills; Authorized Expenses and Procedures section, and deletion of the work permit requirement under the Volunteer and Community Service section. Tait second. approved unanimous.

H. Pending Business:

1. Meeting with Bath Township. President Byars and Director Balcom met with a group from Bath to hear about their desire to become a part of the DeWitt District Library.

Byars and Balcom also shared how they responded to some of the issues presented by Bath. This led to many questions raised at this board meeting. Bath will likely attend a DDL Board meeting in the near future with a formal request. That would necessitate a series of actions by both parties. The matter is on hold at the DDL until that meeting occurs.

2. **Parking Lot Update.** The Library Board previously approved the bid for work on the parking lot at the October 13, 2016 meeting. However, the funds need to be appropriated from the fund balance with a formal motion.

Tait moved to appropriate \$30,000 from the fund balance to the Capital Outlay, building and property improvement line for the parking lot resurfacing. Perpich second. Motion approved unanimous.

The Director also shared that today the workers discovered a serious problem with the foundation of the parking lot that must be repaired before finishing the job. This will of course raise the cost, which at this time is an unknown.

3. **LED Update.** A new proposal to upgrade the lighting in the library was received from Consumers Energy. This proposal is expensive, but Consumers offers an incentive that reduces the cost by over 50%, including parts and labor. It is projected that the LED cost will be paid back in a relatively short period of time in cost savings.

Tait moved to authorize the Director to participate in this SBE Efficiency Program and appropriate up to \$6,000 for the project. Perpich second. Motion approved unanimous.

I. New Business:

1. **Virtual Library Cards.** The library and DeWitt School District have had discussions about enabling school ID cards to also serve as DDL library cards. There are many positives to such a change and this will continue to be explored. It would initially be done with high school ID card.

J. Board Member Comments: No Board comments.

K. Public Comment: No public.

L. Adjournment: The meeting adjourned at 7:30 PM, having completed the agenda.

Next Regular Meetings: June 8, 2017, 5:00 PM, DDL annex
July 13, 2017, 5:00 PM, DDL annex

Respectfully submitted by Bill Fullmer, Secretary