

DEWITT PUBLIC LIBRARY
Board of Trustees Meeting
January 10, 2006
Meeting Minutes

DRAFT

CALL TO ORDER

President Summers called the Regular Meeting to order in the Woodruff Local History Room of the DeWitt Public Library at 7:00 PM.

Members Present: John Dallal, Laura Webb, Diane Mosier, Harriet Smith and Wayne Summers

Members Absent: Greg Ostrander and Lisa Sullivan

Also Present: Director Rene Prado

Member Mosier served as Recording Secretary.

APPROVAL OF AGENDA

The agenda for the meeting was reviewed. Dallal moved, Smith seconded, to approve the agenda as presented. MOTION CARRIED.

APPROVAL OF MINUTES

Mosier moved, Dallal seconded, to approve the minutes of December 8, 2005, with corrections. MOTION CARRIED.

PUBLIC COMMENT

None present.

CONTRACT AREAS

Prado continues to work with the Bath Township Library Committee on the survey previously discussed. The original timetable has been delayed approximately 30 days to allow adequate input from all involved.

TREASURER'S REPORT

Treasurer Dallal provided three written financial reports: December year-to-date revenues and expenditures; corresponding report for budget adjustments that will be needed prior to year end; and a report showing averaged expenditures for five years. The Treasurer recommended making no line item adjustments to the budget at this time. The reports were reviewed, discussed, and placed on file. There was general discussion regarding

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increased revenues from growth, the reinstatement of full operating millage, and the addition of Watertown to the Library District. Penal fines were discussed, with some questions as to how the formula for payment is defined. Prado will clarify this issue and report back to the Board.

CO-OP REPORT

None.

DIRECTOR'S REPORT

Director Prado provided a written report and reviewed the following: the Food for Fines was a success and will officially end January 31st; the Christmas party was well attended and appreciated by staff; 90 applications were received for two part-time positions, 14 candidates were interviewed, and Penny Byelich and Christine Perpich were hired and are being trained; Director Prado attended the Watertown Township Board December meeting with Member Smith and feedback was received for the Watertown mailing which went out on December 30th; thanks to Helen Davis, the Booked for Lunch Program was very successful and merits extension; Youth Services Librarian Beth Revers is starting a new Winter Reading Program; the Annual State Report was completed and submitted prior to the February deadline.

PENDING BUSINESS:

Director Prado provided a revised proposed contract with the Breton Group for the Board Workshop which is scheduled for January 24th from 5:30 to 9:30 p.m. at the DeWitt Township Offices. The revised contract was reviewed and discussed.

Mosier moved, Webb seconded, to schedule and post a special meeting of the Library Board for January 24, 2006, at 5:30 p.m. to be held at the DeWitt Township Hall, 1401 W. Herbison Road, said meeting to be a workshop facilitated by the Breton Group. MOTION CARRIED.

Director Prado will handle the appropriate posting.

Dallal moved, Webb seconded, to approve the contract with the Breton Group, as presented. MOTION CARRIED.

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NEW BUSINESS

Director Prado explained that the library is currently using an automation system by SIRSI, however we are currently three or four versions behind the current release. He noted that an update is needed, and that on site training for staff is funded within the 2006 Budget. Prado suggested that the update installation be accomplished on a Sunday, with the Library closing on Monday from 10:00 a.m. until 4:00 p.m. to accomplish on site staff training. Summers requested that the Monday close be a date that is not a holiday.

Mosier moved, Dallal seconded, to authorize Director Prado to close the Library for the SIRSI update and staff training on a Monday, from 10:00 a.m. until 4:00 p.m. MOTION CARRIED.

PUBLIC COMMENT

None.

BOARD MEMBER COMMENTS

Dallal reported that he will again be conducting personal income tax information seminars at the Library this year.

Summers noted that it is time to prepare for the Director's annual evaluation. He requested that Board members provide input to assist him in the process.

ADJOURNMENT

Meeting adjourned at 8:20 p.m.

Diane Mosier, Recording Secretary
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