

**DEWITT PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**February 14, 2006**  
**Meeting Minutes**

**DRAFT**

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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, Diane Mosier, Greg Ostrander, Harriet Smith and Wayne Summers and Laura Webb

Members Absent: 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 January 10, 2006 with corrections. MOTION CARRIED.

PUBLIC COMMENT

None present.

REPORTS

Communications

None received.

Treasurer

Treasurer Dallal provided a written financial report and noted that budget revenues and expenditures are on target.

Director

Director Prado provided a written report and reviewed the following:

1) circulation for 2005 was 192,160 items, 14,268 more than 2004, meaning that staff averaged 57.74 items checked out for every hour the library was open

2) 230 children and adults signed up for the Winter Reading Program themed "Under the Sea" noting that this is a program exclusive to our Library, to the credit of Youth Services Coordinator Beth Revers

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3) by January end, 908 items were collected in the Foods for Fines Program, estimated value at \$1146

4) Library ad will appear for three months on approximately 100,000 Flap Jack Restaurant placemats

5) the Director is a member of the DeWitt Area Community Alliance (DACA) and is also participating and organizing a team for the local Relay for Life with the American Cancer Society

6) postage stamps are now available at the library, as suggested by staff member Christine Perpich

7) a storage space has been rented to remedy the Library's storage needs

8) a second drop off point for library materials has been added at Rosewood on Webb Road;

9) staffers Ruth Drago and Mark Knox were recognized for a recent example of exceptional customer service

10) 2005 Library statistics were provided

President Summers initiated discussion on the recent event held at the Library by Congressman Rogers. Details of the event will be provided by Director Prado at the next meeting.

Co-Op Report

None

Township Contract Areas

Draft of the Library Survey for Bath Township was reviewed and discussed. Director Prado will continue to work with the Bath Committee to finalize the survey.

Facility Needs-Board Workshop

The Board reviewed the 1/24/06 Work Session Meeting Notes provided by Breton Group, Doug VanderLaan. It was the consensus of the Board that the session was a positive exercise in assessing the

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Library's current operation and what options are available to determine facility needs for the future.

Director Prado provided background information on the Breton Group, including information gathered from personal contact with other libraries that have used the firm's services.

Discussion determined the following:

- 1)the Board will proceed with a Needs Assessment and Feasibility Study
- 2)a firm will be hired to accomplish these tasks
- 3)Breton Group will be considered, however, the Board will hear presentations from two other firms prior to making a decision
- 4)Director Prado will draft a RFP, requiring detailed proposals and estimated costs, from the Breton Group and two additional firms, for a DeWitt Public Library Facility Needs Assessment and Feasibility Study
- 5)the same firm will be used for both the Needs Assessment and Feasibility Study, however, the RFP will request individual and combined pricing

As discussed at the workshop, it was determined that the Board should move forward in an attempt to compile an inventory of possible sites for a new Library facility. Discussion determined that an ad hoc committee should be appointed, said committee to be comprised of Library Board members and should include an at large member from DeWitt Township and the City of DeWitt.

**Mosier moved, Dallal seconded, to authorize President Summers to appoint a committee to compile an inventory of possible sites that could be considered for location of a new Library, said committee to inventory possible sites and narrow the inventory to a manageable list which will then be provided to the Library Board. Motion voted and carried.**

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President Summers made the following appointments to the committee: Library Board Members Summers, Ostrander, and Mosier, Library Director Rene Prado, DeWitt Township at-large member Matthew Kulhanek, and a representative of the City of DeWitt yet to be determined.

Ostrander recommended that the Mayor be consulted prior to making the City appointment.

**PENDING BUSINESS**

Penal Fines

Director Prado provided MCL 397.32, as amended, which answered questions previously raised regarding distribution of penal fines.

**NEW BUSINESS**

Director Evaluation

President Summers noted that Director Prado's contract requires an annual evaluation, as he explained at the previous Board meeting when Board input was requested. Summers reported that he met with Director Prado to discuss his previous and first year of employment. He also requested that Prado provide goals for the upcoming year. Summers requested that the Board take action to concur with his recommendation that Prado receive a satisfactory performance evaluation. Prado reviewed his goals.

**Mosier moved, Dallal seconded, to concur with President Summer's recommendation that Director Prado receive a satisfactory performance evaluation as of 2-14-06. Motion voted and carried.**

**PUBLIC COMMENT**

None present.

**BOARD MEMBER COMMENT**

President Summers requested an update on the new color copier availability.

**ADJOURNMENT**

**Dallal moved, Webb seconded, to adjourn at 8:37 p.m. Motion voted and carried.**

Respectfully submitted,  
Diane Mosier, Recording Secretary  
DeWitt Public Library  
Board of Trustees