

MINUTES OF THE DEWITT PUBLIC LIBRARY BOARD

Tuesday, March 14, 2006

Members Present: Wayne Summers, John Dallal, Diane Mosier, Lisa Sullivan, Harriet Smith, Greg Ostrander, Laura Webb, Rene Prado

Members Absent: None.

A. **Call to Order** - 7:00 p.m.

B. **Approval of Agenda:** Motion to approve agenda by Sullivan. Second - Ostrander. Motion passed by voice vote.

C. **Approval of Minutes for February 14, 2006:** Motion to approve – Mosier. Second - Dallal. Motion passed by voice vote

D. **Public Comment:** None

E. **Reports**

1. **Communications** - Three communications. The first was from State Senator Alan Cropsey, congratulating the library on completing two levels of the Library of Michigan's Quality Services Adult Checklist. The second requested more yoga and more kids' yoga, and the third communication requested more space in the young adult section.

2. **Treasurer Report** - Dallal - The Library is doing well financially.

3. **Director's Report** - Prado

a. **The Winter Reading Program was very successful.**

302 kids and teens participated in the "Under the Sea" theme created by Youth Services

Coordinator Beth Revers. There were several

programs and many prizes and based on this

success, a Winter Reading Program will be recommended

for the future depending on staff availability.

b. **Congressman Mike Rogers of the 8th District**

visited the library on February 13 and helped explain Medicare Part D with a group called

Medicare Today. 24 attended the program.

c. **The Friday Story-Time program** has increased in attendance from an average of 10 to 12 in the past to an average of 23 today. Credit belongs to the

Youth Services Coordinator Beth Revers, but this is also an example of how effective the DeWitt-Bath Review advertisement has been. The Director will recommend for a continuation in our 2006-2007 budget for this contract.

- d. **March is Reading Month.** During this month there will be guest readers for the Tuesday and Thursday story-times, including: MSU Cheerleaders; Mr. Schubel, Shavey Road School Principal; Tina Templin, DeWitt School Superintendent; DeWitt Varsity Football Players; Bath Police Officer Harman; Major Revers, National Guard. Please see the schedule included with the March 2006 Library Newsletter to see who reads and when.
- e. **Bath Story-time.** Currently the Director is working with the Youth Services Coordinator to determine a date to offer a Children's Story-Time at the Bath Township Offices. The idea is we offer this program once a week, advertise a presence in our DeWitt-Bath Review Advertisement. This idea was proposed by the Bath Library Committee to increase awareness of library possibilities in this portion of our service area.
- f. **Photocopier partially functional.** In February 2006 the new Ricoh Aficio 3245c Color Photocopier became operational. The photocopier is set up and will print black and white reproductions for 10¢ and color reproductions for
- g. **The Newsletter is back again.** Staff members Jill Zeeb and Beth Revers took it upon themselves to revive the library newsletter. They did a wonderful job!
- h. **Food for Fines.** By the end of February 2006 the library has collected 1,115 items valued at an estimated \$1445.60. This has been a successful partnership with the DeWitt Lion's Breakfast Club and they are extremely pleased with the results.
- i. **Yet more about Programs.** Due to the success of the 'Booked for Lunch' program, it will be made

a permanent program for the 2006 year. There is an average of 14 attendees per session. Thanks to John Quinnan of Edward Jones, who committed to support one program a month for \$75.00, the Library will be able to provide lunch at very little cost to the library. This has been a very successful program; Helen Davis deserves the credit for the format.

- j. **New Reference Books.** During the month of February the DeWitt Public Library added two fine and expensive reference works: The Oxford English Dictionary and the New Groves Encyclopedia of Music and Musicians. The 20 volume Oxford Dictionary is unique in the English language as not only giving great definitions of most all words in the English language, but also provides examples of the use of the word through various ages. Ask the Director for a small demonstration. The 29 volume New Groves Encyclopedia of Music and Musicians is one of the finest examples of a single subject encyclopedia that will go far in supporting many of the research requests from DeWitt High School students.
- k. **Reference Collection Evaluation.** The Reference collection has been moved within the library and reduced in its scope. The scope of the library Reference Collection now focuses on the availability of materials that can be used by staff to perform 'ready reference' services over the phone. With staff assistance, the non-circulating reference items were evaluated for redundancy with the Internet and constancy of use by patrons and staff. Those items that were considered redundant with the Internet were moved from non-circulating to circulating, thus paring our Reference collection by 50%. Also, reference items that we have ordered consistently every year in the past has been pared to spend the collection money on other, more circulating items.

4. Co-op Report - Sullivan

- a. Sullivan and Prado to attend March 31 workshop, sponsored by Co-op on How to Pass a Millage

- b. The Co-op is sponsoring a retreat for library director's on the changing needs of libraries. Guest speaker to be former State Librarian.

5. **Township Contract Areas -- Bath Mailing** - Prado – The last (hopefully) rough draft of the survey was circulated. A few minor changes, but it is close to completion. Once approved, the Director will approach Bath Township Trustees and plans to have mailing out by third week in April. Business reply return envelopes will be used so the Library will only pay for responses returned. Motion - Mosier - send survey after final corrections. Dallal second, Passed voice vote.

F. Pending Business -

1. **Site Committee.** Summer – Site committee met for the first time. Mosier - working on inventory. Do we include DeWitt Public School campus in inventory? If going to contact school, it should be done sooner rather than later and should be done by the Board. Summer and Prado to make initial contact.
2. **Capital Campaign RFP.** Prado - Found other companies for needs assessment. Now have 3 estimates – needs assessment for capital campaign. He has a list of suggested questions which he wants to send out in time to include information from all for April Board meeting. Mosier would like to have representatives at next meeting. **Next meeting (April 11) will be at the DeWitt Township Hall to accommodate presentations. This location change needs to be timely posted.**

G. **New Business – Southern Township Branch** – Prado. He was approached to look into possibility of starting a branch in the DeWitt Community Center. Prado is going to meet with Township officials to explore this option for both short and long term possibilities. Prado needs to look at staff and other start-up costs and demands. Summer - focus on children's materials.

H. **Public Comments** – None

I. **Board Comments** - Dallal doing tax assistance at Library. He is volunteering to do an extra session.

J. **Adjournment:** Motion to adjourn by Dallal. Second by Sullivan. Motion passed by voice vote and Board adjourned at 8:16 p.m.

Respectfully submitted,
Lisa Sullivan