

MINUTES OF THE DEWITT PUBLIC LIBRARY BOARD

Tuesday May 9, 2006

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

Members Absent: Diane Mosier.

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

B. **Approval of Agenda:** Summers added budget hearing to the agenda. Motion to approve amended agenda by Sullivan. Second - Dallal. Motion passed by voice vote.

C. **Approval of Minutes for April 11, 2006:** Motion to approve – Dallal. Second - Ostrander. Motion passed by voice vote

D. **Public Comment:** Smith thanked the Director for provided 3-hole punched copies of the packets to Board members.

E. **Budget Hearing.** Motion to open the hearing - Dallal. Second - Ostrander. There were no comments offered on the proposed budget. Motion to close the hearing - Sullivan. Second - Dallal.

F. Reports

1. **Communications** - None.

2. **Treasurer Report** - Dallal - The budget is over on revenue at this point, but he will make the previously approved adjustments in June.

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

a. Software has been upgraded.

b. The Bath children's program was started. Although there was no attendance at the first session, the Director will make further efforts to publicize. Summers suggested contacting day cares.

c. Page Christopher Hartman, as part of a project to become an Eagle Scout, created some shelves for the Library, charging costs only.

d. Circulation jumped 37% this past month!

4. **Co-op Report** - Sullivan - None.

5. **Township Contract Areas – Bath Mailing** - Prado

The mailing is on schedule and should be released by May 12, 2006.

6. **Site Committee** – Summers

The Committee continues to work diligently. Currently, three primary sites have been identified, and the Committee is further investigating their potential.

G. **Pending Business** - None.

H. **New Business – Business Meeting**

1. **Policies**

a. **Proposed New Policies** - Prado. The Director will present 5 proposed amended policies at the June meeting.

b. **Proposed New Section** – Summer. Summer proposed adding a new Section VIII to require the proposed budget be prepared and submitted to the Board at its April meeting so that there is time to review it before the Business Meeting in May. Motion by Sullivan. Second - Dallal. Motion passed by voice vote.

c. **Deleting Reference to Personal Leave.** Ostrander moved to strike the reference to “Personal Leave” on page 17 because there was no explanation or provision for personal leave in the employee manual. Second - Sullivan. Motion passed by voice vote.

d. **Sick Leave.** Ostrander expressed concern that there was no cap on the maximum amount of sick leave an employee could accumulate. He and the Director indicated that they would look into the way other libraries handle sick leave and, if necessary, would bring a proposed amendment to the June meeting.

2. **Bylaws Review** – There were no proposed changes.

3. **Staff Evaluations** – Prado. All employees have been evaluated and the assessments are glowing.

4. **2006-2007 Proposed Budget** – The proposed budget indicated a deficit because of start-up expenses relating to the proposed south branch at the

Community Center and to the SIRSI updates. Motion by Sullivan to transfer \$20,000 from savings to the budget to balance expenses and revenues. Second - Webb. Summers proposed an amendment to transfer \$20,000 from Fund Carryover and identify a specific line item to cover the staff costs for the south branch in the amount of \$8,716.50 with the remaining \$11,283.50 designated under Fund Carryover revenues. Amendment accepted by Sullivan and Webb. Motion passed by voice vote.

5. **Salaried Employees.** Motion by Sullivan to approved the proposed salary increases, listed on attachment A, for Helen Davis and for Beth Revers, with ½ of the increases to be effective in October, 2006, and the other ½ to be effective on their respective anniversary dates. Second - Dallal. Motion passed by voice vote.

6. **Millage.** Motion to request full funding under the millage revenues – Webb. Second – Dallal. Motion passed by voice vote.

7. **Needs Assessment.** Summers requested that the Director send out the invitations to participate by Monday, May 15, 2006, with follow-up calls, if necessary the following week.

8. **Officers.** Ostrander moved and Smith seconded the following slate of officers:

President –	Wayne Summers
Vice President –	Laura Webb
Treasurer –	John Dallal
Secretary –	Lisa Sullivan

Motion passed by voice vote.

H. **Public Comments** – None

I. **Board Comments**

Dallal offered to work with the Director on a flyer to encourage contributions to the Library

J. **Adjournment:** Motion to adjourn by Dallal. Second by Sullivan . Motion passed by voice vote and Board adjourned at 8:36 p.m.

Respectfully submitted,
Lisa Sullivan