

## MINUTES OF THE DEWITT PUBLIC LIBRARY BOARD

Tuesday July 11, 2006

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

Members Absent: Wayne Summer

A. **Call to Order** - 7:12 p.m.

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

C. **Approval of Minutes for June 13, 2006:** Motion to approve – Sullivan. Second - Dallal. Motion passed by voice vote

D. **Public Comment:** None.

### E. Reports

1. **Communications** - None.

2. **Treasurer Report** - Dallal – 3/4 of the budget has been reconciled. The audit will occur in September. Treasurer needs approval for certain line item adjustments. Mosier moved that the 2005-2006 budget line items be adjusted as follows: Reduction to payroll by \$7,233.30 and increases to the payroll taxes by \$837.41, personnel benefits by \$2,593.13, programming by \$1,131.70, supplies by \$564.79, bank charges by \$184.85, and public relations by \$1,921.42. Second by Webb. Motion passed by voice vote.

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

a. June was the highest circulation month in the Library's history.

b. Usage of the Library by Bath residents has increased.

c. Service area and Bath story times and outreach are doing well.

d. Area businesses were recognized for their generous donations to the Summer Reading Program.

4. **Co-op Report - Sullivan**

- a. If the Library is interested in a library intern, the Co-op has additional information.
- b. DeWitt's representation on the Co-op Board ends in September 2006.

5. **Township Contract Areas – Bath Survey** - Prado reviewed some preliminary response data with the Board. There were more responses than originally anticipated. Additional information will be presented to the Board when the compilation is completed. Preliminary information was, also, provided to the Bath Township Library Committee.

6. **Facility Needs**

- a. **Site Committee – Mosier** – The Committee continues to investigate possible sites and hopes to have a report within two months.
- b. **Needs Assessment Update** – Prado distributed minutes from the third meeting for the Board's review. Prado indicated that he would follow-up on contacts in Watertown and South DeWitt Township to try to increase resident participation from those areas.
- c. **Community Center/South Branch Update.** The Board toured the space designated for the South Branch facility. Prado is continuing to assess needs and compile estimates.

**F. Pending Business**

- 1. **Library Building Appraisal** – Prado is making arrangements for an appraisal of the current building.
- 2. **DeWitt Reads Update** – Prado reported that “The Promise” has been selected as the book for this project, and that the schools have agreed to develop a curriculum around it and the subject of tolerance. More details to follow in the coming months.

**G. New Business**

- 1. **Request for Proposal to Architects** - Prado suggested that the Board

begin to develop a Request For Information (RFI) for architects should the Needs Assessment recommend a new facility. He circulated a list of some proposed questions and asked Board members to submit additional proposals to him before the next Board meeting.

2. **Capital Purchase Request** – Prado requested that he be authorized to spend up to \$1,500.00 for an additional laptop. Currently, the Library has only one. The additional laptop could be used for a work station as well as a supplemental check-out counter during peak hours. Motion by Mosier. Second by Dallal. Motion passed by voice vote.

H. **Public Comments** – None

I. **Board Comments**

J. **Adjournment:** Motion to adjourn by Dallal. Second by Sullivan . Motion passed by voice vote and Board adjourned at 8:35 p.m.

Respectfully submitted,  
Lisa Sullivan