

MINUTES OF THE DEWITT PUBLIC LIBRARY BOARD

Tuesday, October 10, 2006

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

- A. **Call to Order** - 7:00 p.m.
- B. **Approval of Agenda:** Prado requested that agenda be amended to add discussion of Needs Assessment under Pending Business. Motion to approve amended agenda by Dallal. Second - Sullivan. Motion passed by voice vote.
- C. **Approval of Minutes for September 12, 2006:** Motion to amend spelling of Wayne Summers name and approve the minutes - Mosier. Second - Dallal. Motion passed by voice vote
- D. **Public Comment:** None.
- E. **Reports**
 1. **Communications**
 - a. There were a several contacts about the article in the DeWitt/Bath Review. Most of the humorous, but there were two that expressed some minor confusion about the article.
 - b. The Co-op is switching to the MelCat delivery system. This system will allow residents to reserve a book from their homes. The library must change its interface to accommodate this system at a cost of \$2,900.00; however, the consortium provided funds in the amount of \$5,000.00 to implement the new technology.
 2. **Treasurer Report** - Dallal.
 - a. All entries on target. Motion to approve Treasurer's Report - Mosier. Second - Sullivan. Motion passed by voice vote.
 - b. The audit started and auditors are requesting time

on the November agenda.

- c. On Oct. 26, 2006, John Quinn will present at the Library on retirement investments.
- d. On November 15, 2006, there will be a tax update program at the Library.

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

- a. Friends of the Library Update: The group is gaining a presence in the community. It has raised \$710.00 to date. The City voted to establish a Challenge Grant which will match the funds raised \$1-for-\$1 up to a maximum of \$1,000.00 for funds raised through March, 2007. The Director was asked: to communicate with the Friends that they should put all of their proposed activities in writing to the Board; to invite the members to attend the Board meetings; and, to add an agenda item for the Board to receive periodic updates from the Friends.
- b. DeWitt Reads: Programming will begin this month.
- c. The Director hired Julie Decker, an MSU graduate in journalism, to assist with the newsletter and various public relations projects.
- d. The Board expressed its appreciation to Beth Revers for her Youth Service Report.

4. **Township Contract Areas - None.**

5. **Facility Needs**

- a. **Site Committee Report** - Summers reported that the committee reviewed a number of parcels in the DeWitt City/Township which might be available for construction of a larger facility consistent with the parameters suggested in the Needs Assessment. He reviewed the advantages and disadvantages of the parcels summarized in the report; however, committee members emphasized that, although it had completed a review of the properties initially

identified, the committee, if so charged, was open to exploring other sites as they become known. Motion by Sullivan to update the City and Township Boards about the Needs Assessment report to open a dialogue on its recommendations. Second - Dallal. Motion passed by voice vote. Sullivan volunteered to draft a communication for the Boards to review at their first meetings in November.

- b. **Community Center/South Branch Update** - Prado. The director procured estimates for construction work and furnishings for the Community Center and agreed to approach the Township Board with a request for funding for the structural items. The Board agreed to fund the portable furnishings for the site.
- c. **Architect Update.** A subcommittee of the Board reviewed the nine (9) responses received to the Request For Information and recommended the Board interview four (4) of the firms. Motion by Sullivan to approve the subcommittee's recommendation. Second - Mosier. Motion passed by voice vote. Prado indicated that he would work on scheduling the interviews in October, if possible.

F. Pending Business - Needs Assessment Report - Motion by Sullivan to receive the Community Needs Assessment Report and Recommendations. Second - Mosier. Motion passed by voice vote.

G. New Business - None.

H. Public Comments - None

I. Board Comments - None.

J. Adjournment: Motion to adjourn by Dallal. Second by Sullivan. Motion passed by voice vote and Board adjourned at 9:03 p.m.

Respectfully submitted,
Lisa Sullivan