

**Dewitt Public Library Board
Regular Meeting Minutes
Wednesday, February 21, 2007**

The Regular Meeting of the DeWitt Public Library Board was called to order by President Summers at 7:00 p.m. in the DeWitt Public Library, 13101 Schavey Road, DeWitt, MI.

MEMBERS PRESENT: President Wayne Summers, Vice President Laura Webb, Treasurer Harriet Smith, Greg Ostrander, Diane Mosier

MEMBERS ABSENT: Secretary Lisa Sullivan

Also Present: Director Rene Prado and citizen Linda Salemka.

AGENDA	Mosier moved, Ostrander seconded, to approve the Agenda, as presented. Motion voted and carried.
MINUTES	Mosier moved, Ostrander seconded, to approve the Board minutes of December 12, 2006, January 9, 2007, and February 6, 2007, as presented. Motion voted and carried.
PUBLIC COMMENT	Linda Salemka, introduced herself as a Friends member and Library patron stating that she has applied for the DeWitt Township Library Board vacancy.
REPORTS	
Communications	Director Prado requested clarification regarding what the Board would like to see included with communications.
Treasurer	Ostrander questioned the expenditures for transportation of Cadgewith Farms residents. Prado will seek a sponsor to cover the costs. Webb moved, Smith seconded, to approve the vouchers, as presented. Motion voted and carried. Director Prado initiated discussion regarding revenue and expenditure reports. It was determined that the Board should see a Revenue and Expenditure Report at least quarterly, and more often as year end approaches.
Director	Director Prado reviewed his written Director's Report dated February 21, 2007. The Board also reviewed and discussed the FY 2006/2007 Public Library Annual Report/State Application, as filed with the State of Michigan.
Friends	The Friends of the DeWitt Library minutes of January 17, 2007 were received and placed on file. It was noted that the Friends minutes should include who attended the meeting, or a copy of the meeting sign in sheet should be attached.
Facility Needs/ Community Center Update	Director Prado indicated that time has been an issue in moving this forward, however, he will make every attempt to get this project moving forward. With recent discussions regarding estimated future facility size projections,

President Summers explained that with recent discussions regarding estimated future facility size, he spent some time formulating a chart with the most accurate growth numbers he could get from government sources. He provided a copy of the report, Needs Assessment Calculator, which was discussed. He was thanked for his effort.

PENDING BUSINESS
Patron Privacy Policy

Ostrander provided a memo, dated February 16, 2007, from the Privacy Policy Committee (Summers, Ostrander, Prado) and a copy of a proposed policy which addressed items 1-3 identified within the memo. Ostrander explained that because the library would have to turn over patron records to MelCAT in order for us to participate in their electronic interlibrary loan program, we need to protect individuals from the release of personally identifiable information that could be used to commit fraud or identity theft. He noted that the law does not define who permissible library agents are, and this proposed draft of the Privacy Policy attempts to determine how the Library Board would define and treat such agents for the benefit of our owners and patrons.

The draft policy was reviewed. Upon inquiry, Director Prado responded that he could administer the policy with comfort, if approved by the Library's attorney. Ostrander stated that he believes the Library's Attorney will have some issues with the policy, although he does not believe those issues are substantive to the intent of the policy. Mosier stated that she was not comfortable approving a policy which was not reviewed by the attorney. Ostrander stated that the attorney has reviewed a previous draft of the proposed policy. He stated that he believes the Library's current policy is deficient and outdated, that it exposes the Library to liability, therefore, he is uncomfortable delaying the adoption of a new policy.

Mosier moved, Ostrander seconded, to adopt the February 16, 2007 draft of the Privacy Policy, with the following:

- 1)the last sentence of page two be changed to the following: Personnel files will be kept in a locked cabinet and will only be accessible by the Library Director, and his or her designee, with supervisory capacity, as will files retained of any past employees or job applicants**
- 2)the draft policy will be forwarded to the Library's attorney with a memo requesting advice as to whether the draft policy meets the Library's legal obligations and whether it is defensible if challenged**
- 3)if changes need to be made to this policy, amendments can be made with the adoption of the next draft policy which will address items 4 – 8 within the Committee's memo dated February 16, 2007. Motion voted and carried.**

By-Law Change

Summers reviewed the proposed change to the By-Laws, limiting the number of compensated meetings to two (2) per month. Mosier stated that she believes the reference in the policy to meeting pay being "in lieu of actual necessary expenses" prohibits Board members from being reimbursed for actual qualified expenses when incurred.

Summers restated the amendment to read as follows: To change the current By-Laws of the DeWitt Public Library, ARTICLE III THE BOARD OF TRUSTEES: "Trustees will serve without compensation, however each shall receive the sum of \$15.00 per meeting attended of the Board. These stipends will be capped to two (2) per month unless otherwise approved by the Board."

Summers moved,
Ostrander seconded, to
amend the proposed
change as
Library Board Minutes
February 21, 2007 Pg 3

***NOW, THEREFORE,
BE IT RESOLVED***

shown above. Motion voted and carried.

Mosier moved, Ostrander seconded, to approve the By-Law change as recommended and shown above.

**AYES: Ostrander, Webb, Summers, Smith, Mosier
NAYS: None Approved by roll call vote.**

NEW BUSINESS
Capital Library
Cooperative Dissolution

Director Prado reported that the CLC Advisory Committee has voted unanimously to begin the process of dissolving the cooperative, a step which simply keeps all options open for the future. He noted that options are being discussed and he will keep the Board informed. Board action will be required when it is clear what direction should be taken.

Board Resolution

The proposed Resolution was discussed and finalized.

DeWITT LIBRARY BOARD RESOLUTION

At a Regular Meeting of the DeWitt Library Board held on Wednesday, February 21, 2007, with

Members Present: Summers, Smith, Ostrander, Webb, Mosier,

Members Absent: Sullivan, and one vacancy

The following was moved by Webb, and supported by Summers.

WHEREAS,

The DeWitt Library Board (Board) has determined, based on state standards, current circulation, number of users, and program participants, that the size of the current transitional library facility, located at 13101 Schavey Road, DeWitt, Michigan, is inadequate to meet the current and future needs of the community; and

WHEREAS,

the Board has determined to enlist the services of professionals to assist the Board in engaging community members to provide public input; and

WHEREAS,

it is the intention of the Library Board to utilize public input to assist in determining available options that will insure the future success of the DeWitt Public Library, and

WHEREAS,

during a preliminary evaluation of possible future library locations, a property owner has stepped forward to offer the donation of land, contingent upon its use to relocate the DeWitt Public Library, and

WHEREAS,

the Library Board has not made a decision regarding whether to accept the terms and donation of the property, the Board does recognize that the offer itself may be time sensitive.

that the DeWitt Library Board has determined that during the public

i DeWitt Library District, which is the City of
n DeWitt,
p DeWitt Charter Township, and portions of Watertown Charter Township.
u Library Board Minutes
t February 21, 2007 Pg 4

phase to consider

p **BE IT FURTHER**
r **RESOLVED**

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Press/Library Board
Questions & Answers

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Director Evaluation/
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used based on the

that for the purpose of future library sites, a structure in the range of 20,000 to 30,000 square feet would be needed for future library services.

AYES: 5

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Lisa Sullivan, Secretary
DeWitt Library Board

Summers explained that the document "What is Really Going On with the DeWitt Public Library" was drafted by member Sullivan, intended to be used by staff and Library Board members with the press, community members and leaders. It was noted that it will allow the Board members to all be on the 'same page.'" He requested minor changes to the document and it was suggested that it be closed by showing the names of the Board members.

Mosier moved, Webb seconded, to approve the Press/Library questions & answers document. Motion voted and carried.

President Summers reported that comments

provided by the Board members were passed along to Director Prado during his evaluation, which was conducted by himself and member Sullivan. President Summers provided a draft of an Employment Agreement with the Library Director, and the Director's 2007-8 goals. He noted that the changes to the Director's contract are as follows: 1)extend current contract to February 28, 2010 2)to compensate Mr. Prado for his full-time services with an annual salary, payable by-weekly, of \$55,080, beginning March 1, 2007, which reflects a 2% increase in salary 3)minor language changes 4)add a new item to benefits, stating that the Board shall contribute up to \$500 per year toward a \$250,000 term life insurance policy. Summers noted that with all the changes, the contract reflects a less than 3% increase in cost to the Library.

Ostrander questioned the length of the contract, stating that he does not believe, based on the comments he provided, that the Director should be rewarded with a three year contract. He continued to provide comments relative to the performance of the Director.

Mosier stated that a Closed Session for an employee performance evaluation is allowed, under the provisions of the Open Meetings Act, if requested by the employee.

Director Prado requested that the Board discuss his performance evaluation in Closed Session.

Mosier moved, Smith seconded, to adjourn to Executive Session to discuss the performance evaluation of Director Prado, at his request.

AYES: Mosier, Smith, Summers, Webb, Ostrander

NAYS: None Roll call motion carried.

Library Board Minutes
February 21, 2007 Pg 5

PUBLIC COMMENTS

BOARD COMMENTS

ADJOURNMENT

Meeting adjourned at 10:37 p.m.

Respectfully submitted,

Diane K. Mosier
Recording Secretary

President Summers
reconvened the Regular
Meeting at 10:20 p.m.

**Smith moved, Webb
seconded, to approve
the amendments to the
Employment Contract
for the Library
Director, as presented,
and to authorize the
execution of the same.
Motion voted and
carried.**

None.

Mosier stated that she
would like to thank
member Sullivan for the
excellent question and
answer document.