

MINUTES OF THE DEWITT PUBLIC LIBRARY BOARD

(as amended and approved on 4/1//2007)

Tuesday, March 14, 2007

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

Guests: Linda Salemka, Frank Michaels

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

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

C. **Approval of Minutes for February 21 Meeting and Executive Session.** Motion to approve both sets of minutes by Sullivan. Second - Smith. Passed by voice vote.

D. **Public Comment:**

a. Linda Salemka brought information to share with the Board about the Bill Gates grant so that the Board could explore the grant as a possible funding source to support new library facilities.

b. Diane Mosier announced that the Township of DeWitt approved Gale Arent as its third Library Board member.

E. **Reports**

1. **Communications** – Prado. There was one communication to the Board from Andrew Angwin, who was unable to attend the Feb. 28 public meeting, in support of the Needs Assessment recommendations when considering site selection. There was a second communication from one of the participating teams in the Battle of the Books to which the Director responded.

2. **Treasurer Report** - Smith. Proposed vouchers presented to Board. Motion to approve vouchers – Mosier. Second – Smith. Motion approved by voice vote.

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

a. Because the Capital Area Library

Cooperative is dissolving, the DeWitt Library must identify another cooperative to join in order to maintain the state funding it receives. DeWitt will, most likely, join the White Pine Cooperative with the other Clinton County libraries.

b. Eva Schloss, author of The Promise is in town and will be speaking at an upcoming event supported by the Library.

4. **Friends of the Library** – None.

5. **Township Contract Areas** – None.

6. **Facility Needs** - None.

F. Pending Business –

1. **Patron Privacy Policy** – Ostrander. The Board's attorney provided some comments to the proposed policy. A further report will be presented to the Board after the Committee, examining this policy, has a chance to discuss the attorney's comments. Ostrander also provided information on the applicable provisions of the The Michigan Library Privacy Act and the USA Patriot Act, prepared by Lance Werner, a library law specialist with the Library of Michigan.

2. **Public Forums**

a. The next public forum will be held at the DeWitt Township Hall on March 28, 2007 at 7:00 p.m. to discuss library services and visioning.

b. There was a very positive response to the February 28, 2007 meeting overall; however, Summers indicated that he instructed Mr. Millings to refrain from any guiding at the public meetings and, instead, simply to encourage feedback and participation from attendees. Also, he indicated that he wanted to pre-screen and approve any handouts and slides that would be presented to the public to be sure that the information disseminated is consistent with the Board's decisions and directions.

G. New Business

1. **Lease Agreement between DeWitt Township and Library –**

Mosier. The Board reviewed a draft contract and provided comments and questions to be presented to the Township Board. Once the Township Board approves contract language, the document will be presented to the Library Board for its approval.

2. **Norm Farnum Land Negotiations** – Summers. Based on the overwhelming support for Mr. Farnum’s property to be used as the site for a new library, Summers and other Board representatives will pursue negotiations to secure that site on behalf of the Library. The Board raised some issues and questions for Summers to clarify during negotiations.

3. **Staff Sick Time Policy** – Ostrander. This discussion was to follow-up on earlier questions about the Library’s sick time policy for its staff about the fact that the policy contained no cap on the amount of sick leave staff may accrue. The Board discussed alternatives to the current policies and the costs and philosophies associated with the alternatives. No action was proposed.

4. **Library Advertisement** – Ostrander. The Board supported Ostrander’s request to temporarily modify the Library’s detailed advertisement in the DeWitt Bath Review to dedicate at least 50% to provide more notice for all upcoming public forums. Mosier suggested that the ad also run in the Lansing Community Newspaper to insure notice to the southern portion of DeWitt Township. Sullivan requested that the FAQ pamphlet be printed and/or disbursed as much as possible because of the ongoing misperceptions about the proposed library expansion. The Director indicated that he would explore printing costs and would assist in its disbursement. Mosier suggested including the pamphlet with the Townships’ and City’s newsletters if the respective Boards would consent. She offered to check on this option.

H. **Public Comments** – Frank Michaels indicated that he thought the first public hearing went well, and that he came to the meeting to see if the Board was going to follow-up with any formal action on the site selection feedback.

I. **Board Comments**

a. Summers commended the Director for the displays of student artwork around the Library. He suggested the new Board member may want to attend the Trustee training provided through the Library of Michigan. Finally, he indicated that a proposed budget will be presented at the April Board meeting.

b. Ostrander provided additional clarification about the application of QSAC standards to library construction; specifically a library may be eligible for a waiver to 75% of the .7 square foot/per capita standard

regardless of whether the construction is new or part of an existing structure.

c. Ostrander suggested that the Board avail itself of some Trustee training to include subjects, such as procedures for Executive Sessions, and other topics not previously discussed for new Board members.

d. Mosier suggested that the Board inquire now about steps available to enhance the Library's bond rating. Prado agreed to follow-up.

J. **Adjournment:** 8:59 p.m.

Respectfully submitted,
Lisa Sullivan