

Final Minutes of the DeWitt Public Library

Wednesday, November 14, 2007

Members present: Wayne Summers, Gale Arent, Laura Webb, Harriett Smith, Diane Mosier, Brian Vick, and Greg Ostrander Library Director: Rene Prado
Guests: Paul Perpich and Kathie Eiferle

A. Call to Order: 7:00PM

B. Approval of Agenda: Moved by Mosier, second- Ostrander, unanimous.

C. Approval of minutes from the meetings of October 10, Move to approve by Vick, second- Mosier, unanimous.

D. Public Comment- none.

E. Reports

1. Communication- 5% Tax abatement for four years for Granger to improve district with the Board of Water and light and create energy thru gas recoupment.

2. Treasurers Report- point of interest, Milling and Co is paid to date. move to place on file- Vick, second-Mosier

3. Directors Report- Satellite circulation is not yet included in total circulation, director is working on how to count these loans.

4. Friends of the Library- Would like to have a mystery dinner in the Library after closing time and serve not more than 2 glasses of wine to attendees. MOTION by Mosier to: amend the Library policy to allow alcohol in the library with majority approval by the Library board; insurance coverage to be provided by the entity serving the alcohol" Roll call vote, Summers-yes, Mosier-yes, Arent-yes, Ostrander-No, Smith-No, Vick-yes, Webb-yes. passed. MOTION by Mosier, second by Vick, "to grant approval to the Friends group to host their proposed winter 2008 theater presentation event, after hours, in the library, and serve wine, as long as the proper insurance and licensure documentation is provided by the Friends. The Friends will cover all cost of these and assure that they will adhere to all other insurance provisions". Roll call vote, Summers-yes, Mosier-yes, Arent-yes, Ostrander-yes, Smith-no, Vick-yes, Webb- yes. Motion passed

5. Bath Township update- Bath Library committee is going to approach the Bath Township Board asking to create a district library between the Bath schools and Township

6. Facility Needs- none noted

F. Pending Business

1. Survey Committee Update- the committee is waiting for direction from the board.

2. Norm Farnum Land Agreement- the land agreement is contingent on satisfactory approval by the road commission and DeWitt planning commission. A letter from the attorney will be in the December packet regarding the purchase.

3. Harassment policy- MOTION by Arent, second-Mosier, to change Employment practices, Personal Conduct DeWitt Public Library, page 14, to read.

" Personal Conduct- It is expected that DPL employees will conduct themselves in a professional and businesslike manner at all times. All employees may not cause or allow conditions which are unfair, undignified, or violate another persons civil rights. Our intent is to create a positive work environment without harassment in any form. DPL's users have a right to expect that staff will treat them with courtesy and respect. Co-workers should also be accorded the same consideration."

Unanimously passed. MOTION by Mosier, second-Vick, "that the Library Director submit to the board by next regular meeting how he plans to implement harassment training for new and existing employees", motion passed unanimously. Mosier suggested that harassment training and videos may be available from MML.

4. Conflict of Interest Policy- MOTION by Arent, second-Smith, to create a Board Members Conflict of Interest and Code of Conduct.

"The Board commits itself and its members to ethical and business like conduct. This includes proper use of authority and appropriate decorum when acting as board members. As public officials, the board's official powers are policy making and fiduciary. Board members are trusted with public functions for the good of the library and not their own.

1. Members must represent unconflicted loyalty of interests of the library and its stakeholders. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards and staff. It also supersedes the personal interest of any board member acting as a consumer of library's services
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any board member and the library.
 - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that the member shall excuse themselves without comment from not only the vote, but also from deliberation.
 - c. Board members must not use their positions to obtain employment with the library for themselves or family members. Should a member desire employment, they must first resign.
 - d. Members will disclose their involvement(s) with other organizations, with vendors, or any other associations which might produce a conflict.
3. Board members may not attempt to exercise individual authority over the library except as explicitly set forth in board policies.
 - a. Board members' interactions with staff must recognize the lack of authority vested in individual board members except when board authorized.
 - b. Board members' interaction with public, press or other entities, must recognize the same limitation and the inability of any member to speak for the entire board.
4. Board members will respect the confidentiality appropriate to issues of a sensitive nature.

G. New Business

1. Informal Library Survey results- nothing done yet
2. New Building Proposal- Some members submitted names of persons or businesses with building expertise, to speak at the special meeting, so that the board is better able to project a estimate of building costs for a new library.

H. Public comment- none

I. Board members comments- none

J. Adjournment- Moved to adjourn 10:10 Ostrander, second- Vick , unanimous

Respectfully submitted,
Laura Webb, Board secretary

Next Meeting- Tuesday November 27 at 7:00PM in the library