

DEWITT DISTRICT LIBRARY (DDL)  
13101 Schavey Road, DeWitt, Michigan 48820  
December 10, 2020 Board Meeting Minutes

A. Call to Order: The Zoom meeting was called to order by Pres. Byars at 5:03pm.

Members Present: Brian Byars , Lysne Tait, Bill Fullmer , Matt Boeve, Paul Perpich, Wayne Summers.

Also Present: Director, Jennifer Balcom, Melissa DeMong-Shafer, FOL, Bethany Verble of Maner Costerisan .

Members Absent : Tony Spagnuolo.

B. Approval of Agenda: Boeve moved to approve the agenda with Taite second. Motion passed unanimous.

C. Consent Agenda

1. Approval of November Minutes:
2. Treasurer Report .
3. Correspondence.

Summers moved to approve the consent agenda. Boeve second. Motion approved unanimous.

D. Public Comment: No Public.

E. Reports:

1. Directors Report - The Director indicated that it became necessary to go back to curbside delivery only because of the worsening COVID situation. She also highlighted some of the training events staff attended which will have substantial impacts for our upcoming operations. Staff continued the creation of a range of programs for kids and DPS teachers. Programs also continued to be developed and run for all age groups.

2. Friends of the Library - The FOL will be meeting the following week. The painted table fund raiser happened. Earnings were less than past years in part due to the Covid lock down situation. Friends are selling FOL face masks which will help make up for their revenue shortfall. The masks are great and fit well.

3. Coop. Summers reported the Woodlands Coop Board met recently. The Budget was approved and some new offerings including tutor.com. Will be a valued resource.

#### F. Pending Business:

1. No pending business this time.

#### G. New Business:

1. Maner-Costerisan Audit Presentation to the Board. Bethany Verble Pointed out key parts of the audit report and specific findings and their significance. The bottom line was that the Library is devoting appropriate attention to the accounting process and policies. Expenditures are managed effectively and fund balance increase was very good. No exceptions noted.

2. Library Board Meeting Dates for 2021- Proposed dates were reviewed. Boeve moved to approve the proposed dates and Perpich second. Motion approved unanimous.

3. Library Holiday Schedule for 2021 - The proposed schedule was reviewed. Taite moved to approve the proposed schedule and Boeve second. Motion approved unanimous.

4. Mercantile CD Renewal Notice - The board considered exploring options with regard to CD rates, but decided to renew as is.

5. Maner Costerisan Audit Proposal - The board has a new proposal from Maner-Costerisan for the 20-21 fiscal year which is \$104 higher than usual. The increase reflects a library expense that the audit firm covered because of a special circumstance.

6. DDL Annual Goals for FY 2021 - Director Balcom indicated that goals are needed and she will begin developing those over the next few months.

7. Library Director Professional Development - The Director presented a plan for executive development and described the various features. After clarifications Perpich moved and Taite second to approve the proposed plan and expenditure. Motion approved unanimous.

H. Board Member Comment - No comment.

I. Public Comment - No Public

J. Adjournment: The meeting adjourned at 6:00PM, having completed the agenda.

\_Next Regular Meetings: January 14, 2021, 5:00pm, DDL Zoom  
February 11, 2021, 5:00PM, DDL Zoom

Respectfully submitted by Bill Fullmer, Secretary