

DEWITT DISTRICT LIBRARY (DDL)
13101 Schavey Road, DeWitt, Michigan 48820

March 12, 2020 Board Meeting Minutes

A. Call to Order: The meeting was called to order by President Byars at 5:01 pm.

Members Present: Brian Byars, Bill Fullmer , Wayne Summers, Lysne Tait, Tony Spagnuolo and Paul Perpich.

Members Absent: Matt Boeve.

Also Present: Jennifer Balcom, Director.

B. Approval of Agenda: Summers moved to approve the agenda and Fullmer second. Motion passed unanimous.

C. Consent Agenda: Fullmer moved to approve the consent agenda. Tait second. Motion approved unanimous.

1. February Treasurer's Report
2. February board minutes.
2. Correspondence.

D. Public Comment: No comments.

E. Reports:

1. Directors Report - The Director gave a summary of adult and teen programs including Winter Basic Yoga, Cover to Cover group discussed 'Where the Crawdads Sing' by Delia Owens. The library hosted the annual preschool fair and about 40-50 families attended. At the end of the month the library held the annual after hours mini golf in the library. It was well attended and five teens volunteered to help with the event. The library is also

2. Friends of the Library - Tait indicated the FOL had initiated a fund raising project following last years painted chairs event. This year it will be painted folding tables.

3. Woodlands Library Coop Report - Summers indicated the next meeting is being scheduled.

F. Pending Business:

1. Patron suggestions - Patron used the suggestion sheet to indicate she would be happy to pay an out-of-district membership for someone in need of access to the DDL and it's computers. Fullmer also added his offer of the same.

2. Fine Free Library, policy revision. - The Director presented a Draft Circulation Policy to reflect the Fine Free lending policy discussed at the February meeting. This draft policy was reviewed and questions answered whereby Summers moved and Perpich second to approve the policy as drafted so that the library will become a fine-free library as of April 1, 2020. Motion approved unanimous.

G. New Business :

1. Library Security and Incident Reports - The library has had a significant increase in Incident Reports over the past 18 months. The majority of these involve teens in the after school hours. In addition, Township Police Chief Mike Gute met with the Director to make her aware of an incident the police had dealt with. Since that meeting the Director has explored the need for enhanced security cameras at the library, as reflected below.

a. VidCom Solutions, Quote - VicCom package includes 6 interior cameras, 2 exterior cameras, a Blackjack Mini NVR 4TB recorder plus all mountings, attachments and labor for a cost of \$9,225.26. Tait moved to accept this bid and proceed with implementation. Perpich second. Motion approved unanimous.

b. Draft Security Camera Policy - The proposed policy was reviewed by the board. After questions were answered, Tait moved and Summers second to accept the policy as presented. Motion approved unanimous.

2. Sirsi Solutions: E-Library & Blue Cloud Mobile, Quote - Over the past few years the library has held off purchasing helpful Sirsi software improvements due to inadequate funds. There is now an opportunity to acquire some enhancements as reflected in the recent quote. Year one cost=7,537; year two=5,440; year three=5,540. These enhancements will improve user experience with our e-systems. Perpich moved to approve this arrangement and agreement with Sirsi, Spagnuolo second. Motion approved unanimous.

3. Library Personnel Changes - The Director explained that with the departure of the Business Manager, Mindy Shafer will be taking over accounts payable, accounts receivable, human resources and building maintenance issues. She is detail oriented and looks forward to this change. Jennet Francisco will take over Mindy's Sirsi administration and reporting duties. We will now need to hire a replacement for Mindy's Story-time and related duties.

4. Pandemic Plan for Operations - The Director had pulled together information to explain and clarify conditions for a Pandemic, and what might need to occur under those circumstances. This plan is now on file.

H. Board Member Comments - none

I. Public Comments - none

J. Adjournment: The meeting adjourned at 6:12PM having completed the agenda.

Next Regular Meeting: April 9, 2020, 5:00 PM at the DDL Annex.
May 14, 2020, 5:00 PM at the DDL Annex.

Respectfully submitted by Bill Fullmer, Secretary