

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

May 14, 2020 Annual Meeting Minutes

- A. The virtual meeting was called to order by President Byars at 5:05 pm via Zoom. Byars appointed Summers as acting secretary in the absence of Fulmer.

Members Present: Brian Byars, Matt Boeve, Wayne Summers, Tony Spagnuolo, Lysne Tait, and Paul Perpich

Also Present: Director Jennifer Balcom, Mindy Schafer

Members Absent: Bill Fulmer

Members of the Public Present: Kelsey Lamp

- B. Approval of Agenda: Motion to approve as submitted by Perpich with a second by Tait. Passed Unanimously.

- C. Consent Agenda:

1. Approval of April 9, 2020 minutes.
2. Treasurer's report and approval of vouchers.
3. Correspondence

Motion to approve by Boeve with a second by Tait. Passed unanimously.

- D. Public Comment – None

- E. Reports

1. Director Balcom reported she has been investigating grants and other funding sources. LinkedIn has decided to reversed their earlier account requirements and therefore will continue to be offered to our patrons. Twenty additional hotspots have been purchased with five reserved for staff working from home. Two staff have taken voluntary furlough. The mobile app is still under development. The number of digital checkouts doubled in the last month. 150 used the library wireless Internet from the parking lot. There were 94 reference questions answered. A library online survey is underway with about 300 already completing the survey. Required Covid-19 plan has been posted in the library. Hand sanitizer, a no touch thermometer, and other PPE items are being purchased.
2. Friends of the Library – Tait reported the friends will be funding the prizes for the virtual summer reading program.
3. Woodlands Coop – Summers reported the Woodlands Coop meeting was canceled due to Covid-19. The next scheduled virtual meeting is May 21.

F. Budget Hearing – Motion to ender the hearing by Perpich with a second by Boeve. Passed unanimously. During the hearing Director Balcom explained the budget was assuming a reduction in revenue, especially from penal fines. Motion to leave the hearing by Perpich with a second by Tait. Passed unanimously.

G. Annual Meeting Business

1. Budget – Motion to approve budget as submitted by Boeve with a second by Perpich. Roll call: Byars – yes, Summers – yes, Spagnuolo – yes, Tait – yes, Boeve – yes, Perpich – yes. Passed 6-0.
2. Staff salaries - Pay will be frozen for this year.
3. By-laws and policies – None recommended.
4. Election of Officers – Perpich moved to elect the slate of Byars (President), Perpich (Vice President), Boeve (Treasurer), and Fulmer (Secretary). Second by Tait. Passed unanimously.

H. Pending Business – None

I. New Business

1. DDL Photograph Collection - Summers reported most of the collection will soon be available online. He moved the collection be called the Kenneth R. Coin Photograph Collection. Second by Tait. Passed unanimously.
2. Curbside Service – Director Balcom reviewed the curbside service plan for when the library is able to partially open, possibly in early June.
3. Library Re-Opening Plan – Director Balcom reviewed with the board the re-opening plan.

J. Board Member Comments – Perpich commended the staff and director for their work during the pandemic.

K. Public Comment – Mindy Schafer gave kudos to the programming staff for their online work.

L. Adjournment – Motion by Byars to adjourn at 6:09

Next Meeting: Thursday, June 11, 2020, at 5pm in the Woodruff Annex or Zoom.

Submitted by Wayne Summers, acting secretary