

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

June 11, 2020 Board Meeting Minutes

A. Call to Order: The meeting was called to order by President Byars at 5:01 pm. The meeting was HELD using the ZOOM video meeting platform.

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

Members Absent: none

Also Present: Jennifer Balcom, Director, Mindy Shafer, Ass't Director and Melissa Demong Shafer, FOL Pres.

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

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

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

D. Public Comment: No comments.

E. Reports:

1. Directors Report - The Director reviewed highlights and noted the impacts of the covid restrictions including adapting some programs to virtual delivery. The mindful stretch classes have been extremely popular with nearly 800 people participating. It will continue, as will other virtual programs.

2. Friends of the Library - Melissa indicated the Friends agreed to purchase prizes for the DDL Summer Reading Program.

3. Woodlands Library Coop Report - Summers indicated no meetings have happened because some members not comfortable with ZOOM meetings.

F. Pending Business:

1. No patron suggestions over the past month.

G. New Business :

1. Budget Adjustment - Boeve moved and Spagnuolo second to move three thousand dollars from the Salary/Wage line to Capital Outlay line to cover the installation of video cameras in the library. Following discussion the motion was approved unanimous.

2. a. Library Re-opening Plans - These documents were reviewed by the Board last month and are presented here for action this month. Tait moved and Sagnuolo second to approve the 3 phase reopen plans as presented. Following discussion and clarifications the motion passed unanimous.

b. Covid-19 Preparedness and Response Policy - Following attorney recommendation the Covid Preparedness Plan is presented in policy format for Board approval. Summers Moved and Boeve second to approve the policy with the clarification noted. Motion approved unanimous.

3. Strategic Plan - The Director met with Sharon Castle of Non Profit Network and agreed the time line needs to be pushed back to September because of the Covid restrictions.

4. Employee time-off and leave issues -

a. For the current fiscal year - Moved by Spagnuolo and second by Tait to allow employees to be paid for their unused vacation time as of June 30, 2020. Motion approved unanimous. Some employees had vacations booked and then were not able to use it because of covid 19 issues.

b. Beginning July 1, 2020 - The library plans to suspend the normal adjustment to vacation accruals for the 2020-21 fiscal year. Summers moved and Perpich second to use the 2019-20 accrual factor beginning July 1, 2020. Motion approved unanimous.

H. Public Comments: None

Adjournment: The meeting adjourned at 6:05PM having completed the agenda.

Next Regular Meetings: JULY 9, 2020, 5:00 PM at the DDL Annex.
AUGUST 13, 2020, 5:00 PM at the DDL Annex.

Respectfully submitted by Bill Fullmer, Secretary --