

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

July 9, 2020 Board Meeting Minutes

A. Call to Order: The meeting was called to order by President Byars at 5:02 pm. The meeting was held using the ZOOM video meeting platform.

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

Members Absent: Tony Spagnuolo.

Also Present: Jennifer Balcom, Director, and Melissa Demong Shafer, FOL Pres.

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

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

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

D. Public Comment: No comments.

E. Reports:

1. Directors Report - The Director noted they started their first totally on-line summer reading program on June 6. The covid restrictions also led staff to create many virtual programs for young and adult patrons. For example, the mindful stretch classes have been extremely popular with nearly 800 people participating. It will continue, as will other virtual programs. All staff went through training on necessary cleaning procedures to keep the library safe for staff and patrons. The library is also having the building fogged on a bi-weekly basis with a disinfectant, hypochlorous, which offers added protection. This is an EPA certified disinfectant in use in many office buildings, restaurants and so on.

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

3. Woodlands Library Coop Report - Summers indicated no meetings have happened because of covid.

F. Pending Business:

1. No patron suggestions over the past month.

G. New Business :

1. Curbside Service Update - The Director indicated that some aspects of the initial curbside service process had to get adjusted based on experience. It is now operating with good outcomes and will continue at least until restrictions are lifted. The volume of materials going out is certainly less than prior to the covid restrictions, but still quite significant. There is a four hour period each day of the week where patrons can pick up materials they have ordered. Some are morning hours and some afternoon/evening.

2. New Vendor Recurring Payments - The Director seeks approval to add three organizations to be paid on an automatic basis. They are, JNL Partners (library annex lease), PNC Credit Card, and Americhem/Pure disinfectant. Fullmer moved and Tait second to give the Director approval to add these three organizations for recurring payments. Motion approved unanimous.

3. Non-Motorized Pathway on DeWitt Road Property - The Library gave the City an easement approval for a non-motorized pathway on the library property on DeWitt Road. The pathway is now staked and the city indicates some trees could be saved if the Library would approve moving the easement 5-7 feet west of the current agreement. At least two of the Library Board members were able to look at the staking and trees. Summers moved and Boeve second to approve the adjustment noted above. The motion was approved unanimous.

H. Public Comments: None

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

Next Regular Meetings:                   AUGUST 13, 2020, 5:00 PM at the DDL Annex.  
  September 10, 2020, 5:00 PM at the DDL Annex.

Respectfully submitted by Bill Fullmer, Secretary --