

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

September 10, 2020 Proposed Meeting Minutes

- A. The virtual meeting was called to order by Vice President Perpich at 5:04 pm via Zoom. Perpich 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

Members Absent: Bill Fulmer

Members of the Public Present: none

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

- C. Consent Agenda:

1. Approval of August 13, 2020 minutes.
2. Correspondence
3. [Treasurer's report not available and will be approved in October]

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

- D. Public Comment – None

- E. Reports

1. Director Balcom reported the survey of patrons has been completed. The number one request is to have better access to books. She said the library is also in the process of surveying teachers to see what needs they and their students might be having. Some grade 1-8 partnerships have been established and the library has created digital lessons which can be used by teachers. The library has also created story time craft packs which are proving popular. Marta has been hired back on a temporary basis to help with audit preparation and to create written financial procedures.
2. Friends of the Library – Tait reported the friends will be having their Covid delayed “chairitable” fund raiser this fall.
3. Woodlands Coop – Summers reported the Woodlands Coop budget meeting will be held next week. As the state may reduce funding by as much as 50%, he solicited suggestions as to which items provided by the coop are deemed most important.

- F. Pending Business –

1. Patron Suggestions – The Board reviewed submitted suggestions. Some expressed frustration over the current inability to browse the collection inside the building.

2. JNL contract for annex space - Motion by Summers with a second by Boeve to approve the submitted 5 year contract. Motion passed unanimously.

G. New Business

1. Maner Costerisan Audit - Boeve moved to contract with Maner Costerisan to conduct our annual audit at a cost of \$6,100. Second by Tait. Motion passed unanimously.
2. MML renewal – Motion by Tait to renew our insurance with Michigan Municipal League at a cost of \$9,643. Second by Spagnuolo. Motion passed unanimously.
3. L-4029 Tax Rate Request – Motion by Tait to request .9818 mill on the winter 2020 property taxes. Second by Spagnuolo. Motion passed unanimously.
4. Farnum acreage – The Board discussed a proposal to purchase additional land on DeWitt Road. It was the consensus of the Board not to proceed with further discussions at this time.
5. Sarah Lago Memorial StoryWalk - Director Balcom reported there has been repeated vandalism at the Granger Meadows site. Therefore, the StoryWalk has been removed and a new location with better security is being investigated.
6. Library Service Update - Director Balcom discussed with the Board the processes and procedures that will be implemented to open the library to inside patron use. Masks will be required. There will be a limit of time per person and total occupancy. The Board concurred with the plan and Balcom said she hopes to open the library for inside use by early October.

H. Board Member Comments – none

I. Public Comment – none

J. Adjournment – Motion by Byars to adjourn at 6:22

Next Meeting: Thursday, October 8, 2020, at 5pm via Zoom.

Submitted by Wayne Summers, acting secretary