

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

November 11, 2021 Board Meeting Minutes

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

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

Members Absent: Paul Perpich, Tony Spagnuolo

Also Present: Director Jennifer Balcom, Melissa-DeMong- Shafer,FOL, Guests Mikayla and Steve Smith.

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

C. Consent Agenda

1. Approval of October Minutes
2. Treasurer Report through October
3. Correspondence

Summers moved to approve the consent agenda. Boeve second. Motion approved unanimous.

D. Public Comment: Residents Mikayla and Steve Smith expressed their appreciation for the library and the value it has been for their family. They also expressed concern regarding the mask requirements, and noted there were no legal mandates to support the requirement, and indicated the mandate should be recommended rather than required.

E. Reports:

1. Directors Report - Director Balcom indicated that the Library Walking Club resumed walking and turnout has been wonderful. Other adult programs continued with good participation. The Library partnered with local businesses to encourage people to get a library card. Patrons who encouraged a friend to get a library card were entered in a drawing for gift cards to local businesses. Showing your library card at Biggby got you a 25% discount. There was also an event at the Library property on DeWitt Rd. for Adults and teens regarding scary tales. About 50 people participated in this event. Programs for teens and youth were popular and especially the Halloween story walk put together by Mindy and Jozefa. Families were very pleased with this and it is staying up longer than planned.

2. Friends of the Library - Melissa indicated the Wrap and Read project is gearing up again this year which will get books to families during the holiday celebrations.

3. Woodlands Library Coop Report - Wayne Summers reported that the Coop budget remained unchanged. He also noted that his appointment to the Coop Board will be ending soon. Thank you Wayne for serving on this board and representing DeWitt Distric Library so well.

F. Pending Business:

1. DDL Annex Expansion update- The new annex space renovations are progressing nicely. Floors are done and cabinets are up. Interior doors will be up soon. Once occupancy is approved the furnishings will be installed and it will become a very busy hub. The added space will enhance offerings significantly.

G. New Business:

1. Employment Handbook Revisions -The board reviewed the recommended revisions under part A). Holidays and Floating Holidays. and questions were addressed. Boeve moved to approve the recommended revisions and Tait second. Motion approved unanimous.

Then part B) was addressed dealing with Employee Designations / Classifications. Tait moved and Boeve second to approve the recommended revisions. Motion approved unanimous.

2. Renewal of MML quote - (Michigan Municipal League)

The MML liability and Property Pool renewal is offered at an annual figure of \$9,796, an increase of \$153. Boeve moved to accept the proposed premium and Tait second. Motion approved unanimous.

4. Library of "Things" Policy Revision - The policy needed to be revised based on experience and the existing fine policy didn't fit with "Things". The proposed policy was reviewed by the Board and questions were addressed. Boeve moved to approve the policy and Summers second. Motion passed unanimous.

5. Woodruff Annex Meeting Room Policy -- This item was tabled and will be dealt with next month.

6. Library Closure: - Saturday after Thanksgiving - The Director proposed that the library be closed on the referenced Saturday. The library was open last year on this Saturday and it was definitely cost ineffective. Boeve moved to approve closing the library November 27. Tait second. Motion approved unanimous.

7. FAXSCAN 24 Service - The library fax machine needs to be replaced and Director Balcom proposed trying a service company rather than buying a new one. After review of the six month proposal, Byars moved to authorize the Director to process the agreement for a 6 month trial. Tait second. Motion approved unanimous.

I. Board Member Comments- no comments, though board members explored the renovated annex space.

J. Adjournment: The meeting adjourned at 6:02PM having completed the agenda.

Next Regular Meetings: December 8, 2021, 5:00 PM at the DDL Annex 2
 January 12, 2022, 5:00PM at DDL Annex 2
 February 9, 2022 5:00PM at DDL Annex 2

Respectfully submitted by Bill Fullmer, Secretary