

**DEWITT DISTRICT LIBRARY (DDL)**  
**13101 Schavey Road, DeWitt, Michigan 48820**  
**February 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 , Lysne Tait, Bill Fullmer , Matt Boeve, Paul Perpich, Wayne Summers.

Also Present: Director, Jennifer Balcom, Melissa DeMong-Shafer (FOL)

Members Absent : Tony Spagnuolo.

B. Approval of Agenda: Boeve moved to approve the agenda adding an item 2 on Re-open plans requested by Jennifer, Taite second. Motion approved unanimous.

C. Consent Agenda

1. Approval of January Minutes:
2. Treasurer Report through January, 2021
3. Correspondence.

Perpich moved to approve the consent agenda. Taite second. Motion approved unanimous.

D. Public Comment: None.

E. Reports:

1. Directors Report - The Director noted that they have interviewed two new people for tech positions that they hope to hire soon. Both are local people. Currently down 4 positions. DDL hosted a workshop by Kate Sood, a professional organizer. Was very well received. Mindy has arranged for a story walk in downtown DeWitt. Fifteen businesses involved.

2. Friends of the Library - The FOL will be meeting the following week. They will consider addressing the Dictionary Project recommended by Perpich.

3. Woodlands Library Coop. Summers included the recent minutes in the board packet.

F. Pending Business:

1. Library Accounting Update - The DDL took over the Bill.com function from Mathew Accounting on February 1. Marta is managing this and doing very good.

2. Library re-open plans - Re-opening will hopefully be possible in a few months. We must have two more staff to do this and patrons are eager to get in. We'll need to assess what changes if any will be needed

inside to assure safety and distancing and consider the vaccine issue. We'll need to monitor the Covid-19 data and Gov't orders . April 1 might be an initial target

G. New Business:

1. Envisionware Contract - Envisionware manages print operations including remote printing. Contract is ending and this is a 48 month new contract. This service is very good and popular. Summers moved and Perpich second to approve this contract and authorize the Director to process it. Motion approved unanimous.

2. Library Annex Space - The annex space in the strip behind the Library will have a vacancy soon. The Director is talking with the owners about that space and options we might have. More details will be sought so that we can examine best options.

H. Public Comment - No comment.

I. Adjournment: The meeting adjourned at 5:43PM, having completed the agenda.

- Next Regular Meetings: March 11, 2021, 5:00PM, DDL Annex  
April 8, 2021, 5:00PM, DDL Annex

Respectfully submitted by Bill Fullmer, Secretary