

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

August 12, 2021 Board Meeting Minutes

A. Call to Order: The meeting was called to order by Acting Pres. Wayne Summers at 5:03 pm.

Members Present: Brian Byars (5:15), Bill Fullmer, Wayne Summers, Matt Boeve, Lysne Tait

Members Absent: Tony Spagnuolo, Paul Perpich

Also Present: Director, Jennifer Balcom.

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

C. Consent Agenda

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

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

D. Public Comment: No public at this meeting.

E. Reports:

1. Directors Report - Director Balcom indicated that the Summer Reading Challenge for Adults began June 5 and is well underway. Adults also have the option to complete literary themed challenges in Goose Chase in addition to the reading challenge in Beanstack. The July Take and Make kit for adults was a hand painted cactus rock craft. Due to popularity we increased the number of spots available. Our new library libations program kicked off successfully in June with Romeo and Julep. To celebrate the end of the summer reading challenge we offered an all ages, Take and Watch kit for the Goonies. Teen programs and youth and family programs were also offered and were popular as usual.

2. Friends of the Library - No report this month

3. Woodlands Library Coop Report - meeting was canceled.

F. Pending Business:

1. Library Operations and CDC COVID Guidelines - This is not always clear. Staff are masked, often behind plastic, except when they go out to assist a patron with some issue. The issue is what standard do we rely on to determine when patrons need to be masked and distanced? After considerable discussion it seemed there was consensus that the Clinton County metric would be the basis for making a decision and a metric level of SUBSTANTIAL would be the trigger.

2. Annex Expansion Proposal - Four contractors were invited to submit a proposal for our project. We received one bid as of August 8, 2021. The bid was reviewed and given the need for programming space, Summers moved and Boeve second to accept the bid of Branch Property Services LLC in the amount of \$45,379.00. Motion approved unanimous.

G. New Business:

1. 2021 Tax Rate Request - The Library Tax Rate will be reduced by the Headlee Amendment from 0.9818 to 0.9757 mil. Summers moved and Tait second, to approve the 2021 tax rate. Motion approved unanimous. The L-4029 will be forwarded to the County Treasurer.

2. Chart of Accounts Changes - The Government Accounting Standards Board has made changes to standards of accounts. This applies to the Library and we will work with Matthew Accounting to ensure we are in compliance. There will be costs to achieve compliance. Boeve moved and Tait second to approve this action up to \$3,500 maximum. Motion approved.

3. Maner Costerisan Audit Proposal - The audit is scheduled and the cost estimate is 4% higher than last year. Fullmer moved and Boeve second to authorize the Director to proceed with this proposed audit. Motion approved unanimous.

H. Public Comment: No Public

I. Board Member Comments: No comments.

J. Adjournment: The meeting adjourned at 5:52PM having completed the agenda.

Next Regular Meetings:                      September 9, 2021, 5:00 PM at DLL Annex 2  
October 14, 2021, 5:00 PM at the DDL Annex 2

Respectfully submitted by Bill Fullmer, Secretary