

DEWITT DISTRICT LIBRARY (DDL)

13101 Schavey Road, DeWitt, Michigan 48820

October 19, 2022, Meeting Minutes

A. The meeting was called to order by President Byars at 5:01 pm.

Members Present: Wayne Summers, April Kirchen, Matt Boeve, Lysne Tait, Tony Spagnuolo (left 6:08), Paul Perpich, and Brian Byars

Also Present: Director Jennifer Balcom and Marta Litos

Members Absent: None

Members of the Public Present: Melissa DeMong-Shafer and Brian Mortimore

B. Approval of Agenda: Motion to approve proposed agenda with the adjustment of moving item F to after item B by Spagnuolo with a second by Tait. Passed unanimously.

C. Consent Agenda:

1. Approval of the September 8, 2022, minutes.
2. Correspondence
3. Treasurer's report

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

D. Public Comment – None

E. Reports

1. Director Balcom reported a new clerk and page were hired allowing us to be fully staffed. Circulation continues to rebound with a 7% increase over last year. Director Balcom suggested the Board consider adding Tuition Assistance and Parental Leave policies after the new director is hired.
2. Friends of the Library – The Friends are currently celebrating Friends of the Library Week. The library has posted several social media posts to increase public awareness of the Friends.

F. Pending Business

1. Director Search – Brian Mortimore of Mortimore Consulting gave the Board an overview of the process that will be used to select a new director. After discussing all applicants, the Board chose to invite the following for short Zoom interviews during the afternoon of November 3rd: Glenn Fischer, Eric Magness-Eubank, Ellen Peters, Kristina Reynolds, and Patricia Snoblen. Mortimore Consulting will be scheduling the interviews beginning at 1pm. At the end of the interviews the Board will select finalists to call back for a second interview.

G. New Business

1. Snow Removal RFQ - Motion to contract with Smith Landscaping for this winter by Boeve with a second by Perpich. Motion passed unanimously.
2. Vendor Autopay – Motion by Boeve with a second by Tait to approve autopay for Amazon. Motion passed unanimously.
3. Assistant Director – Motion by Kirchen with a second by Tait to hire Marta Litos as Assistant Library Director at a salary of \$59,000/year effective immediately. Motion passed unanimously.
4. Interim Director – Motion by Boeve with a second by Kirchen to appoint Marta Litos interim director until a new Director is hired and begins official duties. While acting as Interim Director Marta Litos will receive a total salary compensation of \$30.29/hour. Motion passed unanimously.
5. Internal Controls Policy Update – Motion by Perpich with a second by Kirchen to approve the proposed policy updates as presented. Motion passed unanimously.
6. MML Insurance – Motion by Boeve with a second by Perpich to approve the MML renewal quote of \$10,027. Motion passed unanimously.
7. Materials Selection Policy – Motion to approve changes to the Materials Selection Policy, as recommended by our legal counsel, by Perpich with a second by Kirchen. Motion passed unanimously.
8. Library Closures for 2023 – Motion to approve Library and Holiday closures for 2023 as presented by Tait with a second by Kirchen. Motion passed unanimously.
9. Mercantile Bank CD – Motion by Kirchen with a second by Tait to approve renewing the CD at Mercantile Bank for one year.

H. Board Member Comments – Perpich asked about how the new Library Bike was being received. Director Balcom said it has gotten a positive reception. She further said it will soon be placed in storage for the winter. Boeve expressed thanks to Director Balcom for her 13 years of service to the DeWitt District Library and wished her well at her new position. He also thanked Marta Litos for being willing to step in as Interim Director.

I. Public Comment – None

J. Adjournment of Regular Meeting – Motion by Byars to adjourn at 6:54