

DeWITT PUBLIC LIBRARY BOARD

REGULAR MEETING

DeWitt Public Library, Woodruff Room
13101 Schavey Rd, DeWitt, MI 48820

February 11, 2010

Members Present: Wayne Summers, Diane Mosier, Paul Perpich, Bill Fullmer and Sarah Gustafson.

Members Absent: Harriett Smith, Gale Arent.

Also Present: Jennifer Balcom – Library Director, Lael Lineberry - Friends of the Library.

A. Call to order: 7:04 p.m. by President Wayne Summers.

B. Approval of Agenda: Motion to approved updated agenda by Mosier, second by Perpich. Unanimous.

C. Approval of minutes: For January 14, 2010 Minutes - Motion to approve by Fullmer, second by Perpich. Unanimous.

D. Public Comment: None

E. Reports

1. Correspondence: Discussed and placed on file.

2. Treasurers Report: Discussed and placed on file

Motion to place check register report on file that includes issued check numbers 12674 through 12723 by Gustafson, second by Mosier. Unanimous. Director also provided the Budget to Actual Reports for January 2010 and FY 2009/2010.

3. Directors Report: Discussed and placed on file.

4. Friends of the Library: The Friends are holding a Used Book Sale on February 13th at the Community Center. Elections will be held on March 22nd.

5. Township contract area: None

6. Facility Needs: None

F. Pending Business

1. Circulation Policy: Motion by Fullmer to approve library circulation policy as follows, second by Mosier:

- B. Length of Loan
 1. New Materials – 10 days.
- D. Number of Items Loaned
 1. DVDs – limit of 8 per card.
 2. Audio tapes – limit of 8 per card.
 3. Downloadable audios – limit of 5.
- E. Fines and Fees
 1. Late fees shall be as follows:
 - a. For all new items, \$.25 per day.
 - b. For all regular items, \$.10 per day
 - c. For all DVD's and tapes, \$.50 per day

4. If your library fines and/or bills exceed \$10.00, you will be asked to clear the amount due or make a partial payment before being allowed to check out additional items.
5. Waiving of Fines. Library staff may waive a fine up to \$5.00 at their discretion.

- F. Expiration

1. Individual Adult library cards are valid for a term of three years. Youth cards are valid for a period of three years or until the patron's 18th birthday, whichever comes first. In order to renew their library card, patrons need to produce valid identification as listed above, fill out a new application, and pay in full any fines/charges on the account being renewed.
2. Library Branding: Director presented samples of new library cards. The new website is in process and should be completed the end of February.
3. Millage Renewal: Director presented a preliminary Fact Sheet for the Millage Renewal. She will revise Fact Sheet and email it to Board Members prior to next meeting.

G. New Business

1. Library State Aid Report: Discussed and placed on file.
2. Sanitary Sewer Issue: Director presented estimate from Vic Garmyn and Sons Co. to resolve the sanitary sewer issue at the library. Motion to approve the Director to spend an amount not to exceed \$5,000.00 to correct this issue by Mosier, second by Perpich.

H. Board Member Comment: None

I. Public Comment: None

J. Adjournment: Adjourned 8:52 p.m.

Next meeting: Regular Meeting on March 11th at 7:00 p.m. at DeWitt Public Library, Woodruff Room.

Respectfully submitted: Sarah Gustafson, Board secretary