

# DEWITT DISTRICT LIBRARY BOARD

## Regular Board Meeting

DeWitt District Library, Woodruff Room  
13101 Schavey Road, DeWitt, Michigan 48820

June 9, 2011 Meeting Minutes

A. The meeting was called to order by President Perpich at 7:02pm.

Members Present: Paul Perpich, Bill Fullmer, Emily Fenneuff, Gale Arent and Wayne Summers (7:17).

Members Absent: Diane Mosier and Watertown Twsp vacancy.

Also Present: Library Dir. Jennifer Balcom, and George Weitzel, Watertown Twsp. Trustee.

B. Approval of Agenda: Motion to approve by Arent, second Fenneuff, Motion passed.

C. Approval of Minutes: Motion to approve the May 12 minutes made by Fenneuff, second by Arent. Approved.

D. Public Comment: Mr. Weitzel commented on the status of the townships selection of a representative to the DDL board. He also recognized the DDL director and board for strength of working issues and reporting.

### E. Reports:

1. Correspondence: One item, to be addressed under new business.
2. Treasurer's Report was reviewed and placed on file after questions and discussion. Motion by Arent, second, Fenneuff, to approve check numbers 13387 thru 13436. Motion passed unanimous.
3. The Director's Report was reviewed and selected items were discussed with the director for clarifications. The matter of our \$1 fee related to processing MelCat loans was discussed in detail and we'll wait to see what the response from the State Library director indicates. Our costs to process these loans is substantial, including at least 16 hours a week of staff time. The state library used to cover a portion of these costs, but that ended earlier this year.
4. Friends of the Library: No report.

5. Township Contract Areas: None
6. Facility Needs: None noted this month.

F. Pending Business:

1. Review of staff salaries for 2011-12 - after discussion and clarifications, Summers moved, second Fenneuff, to freeze staff salaries at the 2010-11 level for the coming year. Motion passed, unanimous.
2. Review of by-laws, policies and procedures – The Director recommended the following adjustments to policies and procedures:
  - a. Increase the monthly employee contribution toward health benefit premiums to \$50 and \$150 respectively for individual and family coverages. So moved by Summers, second Fenneuff, motion passed unanimous.
  - b. Elimination of time and a half pay for Sunday staff hours. ‘Non-salaried staff working on Sundays will be paid at their normal rate. Salaried staff shall receive compensatory time for each hour worked.’ So moved by Arent, second Fenneuff, motion passed unanimous.
  - c. The following days will be considered unpaid holidays for all employees. Good Friday, Day after Thanksgiving, Day after Christmas, New Years Eve, Saturday before Memorial Day. So moved by Summers, second Arent, motion passed unanimous.
3. Adoption of FY 2011-12 budget – After considerable discussion the Board took the following actions regarding the FY2011-12 proposed budget:
  - a. Moved by Summers, second Arent, to eliminate payment of Board member stipends for FY 2011-12. Motion passed unanimous.
  - b. Moved by Summers, second Fenneuff, to accept the proposed FY 2011-12 budget for the coming year. Motion passed unanimous.

G. New Business:

1. Meeting room policy/space reservation – Director Balcom explained that this issue was raised by a library patron over concerns with space supposedly reserved by and for a tutor and client. The director clarified that the library does not reserve space for tutoring, though tutors and their clients can utilize available space for tutoring sessions. It is also possible for a tutor to reserve the meeting room if it is not otherwise scheduled. After discussion it was determined that this issue could be looked at as part of ongoing examination of policy issues concerning space and revenue matters. In the interim, the director will ensure that staff and tutors understand what our expectations are with regard to utilizing available seating areas.

2. Watertown representative – Mr. Weitzel indicated that a new Watertown representative will be appointed to the library board by the Township board in July, and is expected to begin at our August meeting. The individual is Kris Palmer, a resident of the District and a patron.

3. Budget adjustment for 2010-11 budget – The director pointed out budget line items that will likely be overspent by the end of June and those likely under spent. Overall we are under spending by perhaps \$20,000. This is due largely to two revenue sources coming in stronger than expected. After discussion, Summers moved and Fullmer seconded, that we move \$9,700 from fund balance or raise the library revenue to cover the three line items currently over budget. Motion passed unanimous.

4. Library staff reorganization – Director Balcom explained her perceived need to see if there are better ways to maximize use of current staffing and how this led to the written reply from consultant Charlene Ezell. This led to a significant discussion by the board and director of issues to consider in such a process. No action was needed. The director will proceed in examining this issue.

H. Public/Board Comments:

I. Adjournment: The meeting was adjourned at 8:35pm.

**Next Meetings: Regular meeting July 14, 2011, 7:00 p.m. @ DDL**  
**Regular meeting August 11, 2011, 7:00 p.m. @ DDL**  
Respectfully Submitted by Bill Fullmer, Secretary.