

Dewitt Community Library Draft Minutes April 10, 2014

Meeting was Called to Order at 5:35 p.m. by Steve Lux

Present: Steve Lux, John Millar, Christene Gantos, Nina Brown, Lydia Wasylenko, Steve Schroeder, Sybil Schultz, Rosalie Young, Mary Keib Smith, Irene Scruton

Excused : Carl Austin, Meisje Havens, Julian Modesti, Wendy Ressler, Nana Ross

Also Present: Wendy Scott

Approval of minutes from March 2014. S. Schroeder, moved and R. Young seconded. Unanimously approved.

Treasurer's Report- Steve Lux – report attached. All continues to be favorable with DCL finances.

Director's Report: Wendy Scott did meet with DCL counsel Robert Germain and he will meet with mall. Lease good through end of July 2015. He will also look into the applicability of Revitalization Act and review DCL's Whistleblower Policy that Wendy has drafted.

Budget Road Show visit last night at Tecumseh school went well. Wendy invited all DCL board members to attend any Road Show stops with her. Monday at noon she will present to the DeWitt Rotary club.

Sybil S. asked about the decline in book circulation and it's still down somewhat but not as much as prior months. However, use of the library and it's services is in an upward trend. Wendy will continue to track these trends.

Committee Reports:

- a. Personnel Committee- Steve L would like to make a motion to accept the Director Evaluation Instrument as written. Nina seconded. Plan is to implement the instrument in November. All in favor except Irene and Wendy S who abstained. Wendy's goals for this year were distributed to the board via email for reference in future assessment.
- b. Facilities - see attached documents. John Millar- Seller is locating the abstract and he is responsible to update it. Library counsel Robert Germain has offered to assist us in clarifying what the legal requirements and processes are (e.g. update abstract, apply for subdivision) and when in the process they need to be done.
- c. RFP – Draft of RFP was emailed to Board Members. Facilities committee worked diligently to draft it and thank you and kudos to all of them. Please

make note of proposed schedule on p.3. Won't hire architect until we know we are closing on the land. Lydia suggested we add a deadline for firms to notify of their intent to respond to schedule. After discussion, it was decided to move the Deadline for RFP submissions to May7 and the dates for firms to be interviewed will be decided in the May15 board meeting. Selected firms will be notified that interviews will be conducted between May 15th and approximately the 1st week of June. Will avoid June 3, 4, and 5th in respect of Jewish holiday. Other proposed schedule dates will revised in accordance.

- d. Color rendering is asked for in the proposal and will be a line item that companies will list a charge for in the proposal. We will need to decide if we want to spend for it.
- e. Submission of financials is included in the proposal in order to reduce risk to the library that the company we hire may be unstable.
- f. Discussion was had about the other components of the project such as the publicity campaign, any other fund-raising. It was decided that this is a good interview question for the architects and library planner during RFP interviews.
- g. Once RFP is issued, any board member contacted by any interested party should direct them to Wendy Scott as is specified in the RFP

John Millar made a motion that the RFP with the scheduling revisions be approved to be issued on Monday April 14 to invite responses. Lydia seconded. Discussion invited. All in favor and unanimously approved.

Sybil left at 6:35.

Unfinished Business: Four people are willing to share the duties of Friends liason. Wendy R., Irene, Nana, and Sybil

Announcements: None

Correspondence: None

Period for Public Expression: No public in attendance.

New Business: None

6:38 Steve Lux motioned to adjourn. All unanimously in favor.

These minutes are presented in draft form and will be presented at the May, 2014 meeting for approval.

Christene Gantos, Secretary