

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
December 3, 2018  
7:00 p.m.

Members Present: James LaVoie, Pat Cousins, Barbara Davenport,  
Rosemary Quigley, Donna Palmer, Cassy Korinek, and Sherry Simpson

Members Absent: Shelly Vrsek

Others Present: Bill Tucker, SKT, Stevens, Kirinovic & Tucker, P.C., CPA  
Mary Tobin, Friends Treasurer  
Paul McCann, Library Director  
Summer Powers, Recording Secretary

LaVoie called the meeting to order at 7:04 pm.

The Board awarded Donna Palmer with an appreciation certificate for 20 years of service on the Library Board.

LaVoie called for the approval of the December Board Meeting agenda. Cousins motioned to approve the January 5, 2018 Board Meeting agenda. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

LaVoie called for the approval of the November Board meeting minutes. Simpson motioned to approve the December Board meeting minutes. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

**Public Comment:** None.

**Audit Presentation:** Bill Tucker of SKT, Stevens, Kirinovic & Tucker, P.C., CPA, presented the Library's 2017-2018 audit. The Board reviewed the presentation report provided by Tucker. Palmer motioned to accept the 2017-2018 audit as presented. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

**Friends Report:** Mary Tobin presented the Friends of the Library Report. The Friends purchased a laptop for the treasurer's use, and they are working on a Leadership Development Plan. The Friends are considering starting an event in October 2019 during the National Friends of Libraries week. McCann is researching the shut-ins program. The Friends donated books for a free small library to be established at the Washtenaw County Community Mental Health Clinic, and continue to donate books to Mitchell Elementary School. Volunteers are being trained for the Board Secretary and Volunteer Coordinator positions. Lists of the Friends sponsorships and contributions, as well as planned purchases, were included in the report. 2018 book sales total \$300 less than 2017, but shelf sales as of November 30 are about \$400 higher than 2017 total shelf sales. The Friends Book Sale Coordinator has been selecting items to donate to Jackson Prison, for prisoners who will be released, to help them reintegrate into society.

**Treasurer's Report:** The Board reviewed the written Treasurer's Report for December 2018.

The Board reviewed the final Balance Sheets for October 2018 and the draft Balance Sheets for November 2018. Quigley motioned to approve the bills paid during November 2018. Seconded by Simpson. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

The Board reviewed the Washtenaw County Treasurer's Michigan Tax Tribunal chargeback invoice. The invoice included \$18,070.39 in refunded taxes to the Chelsea Health and Wellness Foundation as a result of the final appeals court decision between the Foundation and the City of Dexter regarding the tax exempt status of the Dexter Wellness Center property. Trustee Simpson recused herself from all discussion of this issue. Davenport motioned to approve release of the check to Washtenaw County for the MTT chargeback invoice. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

**Budget Changes:** None.

**Reimbursements:** None.

**Director's Report:** The Board reviewed the written Director's Report for December 2018.

<b>November 2018</b>	
Circulation Statistics	
	November
Adult Books	4689
Young Adult Books	794
Children's Books	7601
Magazines	178
DVD	3904
Books on CD	841
Music CD	455
Realia/Objects/Equip	10
Overdrive	1941
hoopla	841
RBDigital magazines	455
In-House	3787
<b>Total</b>	<b>25496</b>
Library visits	12457
Reference questions	2460
Items withdrawn	906
New items added	542
Total holdings	112007
New cards issued	56
Total card holders	11996
Internet usage	4065
Museum/Park Pass	0
Web site visits	8629
Program attendance	1070
Fax	92
ILL lent out	1383
ILL borrowed	2918
Renewals via web	3992
In-house renewals	979

The Board reviewed the Michigan Library Association weekly e-newsletter, which included an update on the Nacran bill; Library staff would be absolved. The Board also discussed Senate Bill No. 828, included in the Board packet.

The Board reviewed the Library's Facebook "Insights summary," included in the Board packet, which demonstrated increased levels of social media engagement.

Event calendars for Youth, Teen, and Adult programs in December 2018 were included at the end of the packet.

**Personnel:** Anniversaries include Paul McCann, Library Director, and Scott Wright, Technology Librarian. Evaluation materials for the Library Director will be distributed to Board members at a later date. No Board action was necessary for Wright's anniversary due to the January 2017 pay rate increase.

**Committee Reports:**

The Board reviewed the Policy Committee did not meet in November.  
The Board reviewed the Finance Committee minutes from the November 15, 2018 meeting.  
The Board reviewed the Facilities Committee minutes from the November 28, 2018 meeting.

**Old Business:** The Board discussed progress with HVAC controls replacement. McCann plans to schedule a meeting with Fontanesi.

The Board toured the test LED lighting areas within the Library prior to the Board meeting. One patron comment had been submitted that was not in favor on the LED lights. The Board would await further feedback from patrons and staff. The Board discussed possibilities for how to handle the LED lighting change, such as painting walls with colors that absorb light in a softer way, like cream.

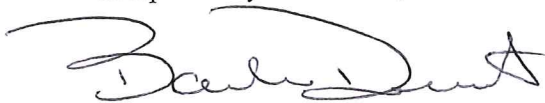
**New Business:** None.

**Public Comment:** None.

**Board Member Comments:** None.

Having reached the end of the agenda, the Board adjourned at 8:37 pm.

Respectfully submitted,



Barbara Davenport,  
Secretary



Summer Powers,  
Recording Secretary