



Dexter District Library Board of Trustees

Meeting Minutes

February 3, 2020

7:00 p.m.

Members Present: Barbara Davenport, Cassy Korinek, James LaVoie, Donna Palmer
Rosemary Quigley, Sherry Simpson, Shelly Vrsek

Members Absent: Pat Cousins

Others Present: Paul McCann, Library Director
Kim Swoverland, Recording Secretary

President LaVoie called the meeting to order at 7:09 p.m.

LaVoie called for additions/changes to the presented agenda. Davenport moved to approve the agenda as presented. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

LaVoie called for corrections to the minutes of the January 6, 2020 regular Board Meeting. No corrections were requested. Davenport moved to approve the minutes from the January 6, 2020 regular Board Meeting as presented. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the Friends most recent used book sale was February 1, 2020, and there was a Friends meeting on January 28, 2020. McCann noted the Friends are considering a possible co-coordinator for the book sales due to the heavy amount of time required.

Treasurer's Report: McCann presented the Treasurer's report for January 2020. Balance Sheets and Statements of Operation were provided for the months December 2019 and January 2020 for both 101 General Operations and 301 Debt Service. The paid bills for January 2020 were reviewed. Simpson moved to approve the bills paid during the month of January 2020. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Michigan CLASS: Statements for January 2020 were provided and reviewed.

Budget Changes: As recommended by the Finance Committee, Quigley moved to increase the budgeted balance of the Capital Outlay line 101-901-970 by \$10,000 bringing that line's budgeted amount to \$31,000. Second by Simpson. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Reimbursements: None.

2020 Wage Rate Adjustments: McCann explained there were 2 errors and 2 omissions on the 2020 Wage Rate Adjustments approved by the Board at the January 2020 regular Board Meeting. The errors and omissions were explained to the Board's satisfaction. Davenport moved to accept the corrections to the January 2020 Wage Rate Adjustments as presented. Second by Korinek. A vote was taken. Aye=all, Nay=none, Absent=1. Motion carried.

Director's Report: The written director's report for January 2020 was reviewed.

Circulation Statistics: Statistics for January 2020 include:

January 2020	
Circulation Statistics	January
Adult Books	5556
Young Adult Books	802
Children's Books	8689
Magazines	172
DVD	3232
Books on CD	659
Music CD	424
Realia/Objects/Equip	31
Overdrive	2318
hoopla	980
RBDigital magazines	322
Kanopy	386
Renewals via web	3608
In-House	2741
Total	29920
Library visits	12844
Reference questions	2414
Items withdrawn	812
New items added	1173
Total holdings	112976
New cards issued	94
Total card holders	11385
Internet usage	3158
Museum/Park Pass	0
Web site visits	9824
Program attendance	2002
Fax	43
ILL lent out	1864
ILL borrowed	3387
In-house renewals	688

Personnel: McCann informed the Board a new employee has been selected to fill the part-time Reference Librarian position vacated by Kerstin Finsness. Davenport moved to approve the hiring of Ashley Bowles, part-time Adult Reference Librarian at the starting wage of \$18.25 per hour. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried. Unfortunately, the new hire in the Adult Department will not bring them up to full staffing levels

as Dee Beaver, part-time Adult Reference Librarian, recently submitted her resignation due to securing employment at another library. McCann will post the open position soon.

Committee Reports:

Finance Committee minutes from January 16, 2020 were included and reviewed.
Facilities Committee minutes from January 22, 2020 were included and reviewed.
The Policy Committee did not meet in the month of January.

Old Business: Regarding the lower level meeting room renovations / possible 2nd floor addition, McCann reported an estimated cost of 1.5 million for the 2nd floor addition. McCann presented a list of financial reserves that could potentially be used to fund this project if the Board should want to go in that direction. After some discussion, the Board expressed their willingness to move forward with exploring the 2nd floor addition project with HB+M architects. Davenport moved to authorize McCann to solicit a quote from HB+M architects for their planning services. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried. For the HVAC controls issue, McCann has been in contact with multiple sources as to the best way to develop an RFP for the controls replacement project. Regarding the Officers meeting to discuss staffing issues, notes from the meeting were included in the Board Packet and reviewed. For the Director's Evaluation, President LaVoie presented the compiled results and thanked each Board Member for their time and input into completing the Director's Evaluation forms. As to increased compensation for the Director, a modest 1.9% increase was implemented with the January 2020 Wage Rate Adjustments.

New Business: The Finance committee previously discussed the possibility of creating a Debt Service Account with MI CLASS and was in favor to do so. The Debt Service funds would earn a much higher interest rate and Bond payments, when they are due, can be wire transferred directly from MI CLASS. Simpson moved to authorize McCann to establish a separate Debt Service Account with MI CLASS and transfer Debt Service funds from CSB into the newly established MI CLASS account. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:54 p.m.

Respectfully submitted,

Sherry Simpson,
Secretary

Kimberly Swoverland,
Recording Secretary