

**Dexter District Library
Board of Trustees
Meeting Minutes
August 7, 2017
7:00 p.m.**

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

Members Absent: Mike DeAngelo, Shelly Vrsek

Others Present: Paul McCann, Library Director
Summer Powers, Recording Secretary

President LaVoie called the meeting to order at 7:05 pm.

LaVoie called for additions/changes to the agenda. Quigley moved to approve the agenda as presented. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

LaVoie called for corrections to the minutes of the June 5, 2017 Regular Board Meeting. Davenport moved to approve the minutes from the June 5, 2017 regular Board Meeting as amended. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None.

Friends Report: McCann presented a copy of the Friends internal audit, which took place on July 12, 2017.

Treasurer's Report: McCann presented the Treasurer's report for August 2017. Balance Sheets and Statements of Operations were provided for the months of July (Draft) and June (Final) 2017. The paid bills for June and July 2017 were reviewed, including the items noted on the Treasurer's Report. Palmer moved to approve the bills paid during the months of June and July 2017. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Budget Changes: Budget changes were discussed as part of the Treasurer's Report. Davenport moved to approve the establishment of line 101-000-110 – Chemical Bank CD in the amount of \$250,000 with funds transferred from fund balance. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Palmer moved to approve the establishment of line 101-000-010 – Cash Register Change in the amount of \$217.00. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Cousins moved to approve the increase in the budgeted balance of line 101-901-970 – Capital Outlay by \$70,000.00, increasing that line's budgeted balance from the original amount of \$25,000.00 to \$95,000.00 and make associated changes to tallying total expense lines as a conscious use of fund balance to cover the costs of the terrace project and renovation of the small group study rooms. This was an expense planned to utilize fund balance assets. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Korinek arrived at 7:16 pm

Reimbursements: Reimbursement procedure was discussed as part of the Treasurer's Report. Davenport moved to increase the limit on reimbursement not requiring preapproval by the Board to \$100.00. Second by Palmer. A vote was taken. Aye = all, nay = none, absent = 2.

Preliminary 2017 – 2018 budget: The preliminary budget for 2017 – 2018 was included in the Treasurer's Report and reviewed. Materials for the public Board hearing, to take place on September 5, 2017, concerning the approval of the 2017 – 2018 budget, were included and reviewed. The Board discussed the minutes from the previous Finance Committee meetings, where work on crafting the budget took place. Quigley moved to approve the preliminary 2017 – 2018 budget. Second by Korinek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Director's Report: The written director's report for August 2017 was reviewed.

Circulation Statistics: Statistics for June and July 2017 are included at the end of the minutes.

Summer Reading Program Donations: A list of donors and donation amounts for the 2017 Summer Reading Program was included in the Board packet.

Personnel: McCann informed the Board that Jill Brown (7 yrs.), Aileen Clark (3 yrs.), Terri Leonard (11 yrs. – now on substitute), and Nan Stoll (12 yrs.), Library Assistants; Orv Oberle (8 yrs.), Maintenance Supervisor; and Stacey Comfort (7 yrs.), Youth Reference Librarian, all reached their anniversary of hire dates in July and August 2017. No board action was required for all employees due to the wage rate adjustment schedule accomplished in January 2017.

Meeting Room Policy: McCann discussed a potential change to various policy language, suggested by the Library's attorneys at Foster and Swift, regarding the use of content based restrictions. The issue will be discussed at the next Policy Committee Meeting.

Committee Reports:

The Policy Committee Meeting minutes from June 22, 2017 were included and reviewed.

The Finance Committee Meeting minutes from June 15 and July 20 2017 were included and reviewed.

The Facilities Committee Meeting minutes from June 28 and July 26 2017 were included and reviewed.

Old Business: The Board discussed the progress of the parkside landscaping project. The strategic plan was not included in this packet, but progress will be discussed at the next Board meeting. Board members Cousins and Korinek are approaching the renewal date of their board

membership. Cousins noted the City Council has reappointed her to her position. Korinek expects School Board action to take place in September.

New Business: The Board reviewed a letter sent by McCann concerning property in Dexter, and discussed the possibility of expanding the Library's parking lot in the future. The Board discussed City and Township tax issues, including BOR, IFTE, and the Michigan Tax Tribunal. The Board did a first reading of the Public Relations Policy, included in the Board packet. The Business Continuity Plan was included in the Board packet; the Board planned to do a second reading at the next Board meeting.

MLA/ TLN/ AAACF Updates: Materials were included that gave updates about the Michigan Library Association, the Library's cooperative, The Library Network and the Library's designated fund at the Ann Arbor Area Community Foundation.

Events Calendars: Program calendars for July, August and September 2017 were included in the Board Packet, as well as materials for the 2017 Summer Reading Program.

Public Comment: None.


Board Member Comments: None.

Having reached the end of the agenda, the meeting was deemed adjourned at 8:58 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers,
Recording Secretary

June and July 2017**Circulation Statistics**

	July	June
Adult Books	6626	6122
Young Adult Books	2074	1756
Children's Books	15302	14062
Magazines	339	323
DVD	5811	5230
Books on CD	1328	1167
Music CD	965	1239
Realia/Objects/Equip	15	49
Overdrive	1938	1866
Zinio	520	294
ILL lent out	3321	3144
ILL borrowed	3859	3868
Renewals Workflows	1244	1156
Renewals via web	5782	4523
Total	49124	44799
In-house use	1668	1864
Library visits	18607	18752
Reference questions	3270	3499
Items withdrawn	594	543
New items added	1050	1244
Total holdings	111606	111467
New cards issued	110	130
Total card holders	11833	11905
Internet usage	4135	4513
Museum/Park Pass	6	4
Web site visits	9146	9430
Program attendance	2826	5719
Fax	70	69