

Dexter District Library
Board of Trustees
Meeting Minutes
May 1, 2017
7:00 p.m.

Members Present: Pat Cousins, Mike DeAngelo, Cassy Korinek, James LaVoie,
Donna Palmer, Shelly Vrsek, Rosemary Quigley

Members Absent: Barbara Davenport

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

President LaVoie called the meeting to order at 7:02 p.m.

LaVoie called for additions/changes to the presented agenda. McCann requested an addition under the personnel portion of the agenda and an addition under the new business section of the agenda. Quigley moved to approve the agenda as amended. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

LaVoie called for corrections to the minutes of the April 3, 2017 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the April 3, 2017 regular Board Meeting as presented. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reviewed items from the April Friends meeting and reported the next Friends Used Book Sale will be Saturday, May 6, 2017.

Treasurer's Report: McCann presented the Treasurer's report for April 2017. Balance Sheets and Statements of Operation were provided for the months of March and April 2017 for both 101 General Operations and 301 Debt Service. The paid bills for April 2017 were reviewed. Cousins moved to approve the bills paid during the month of April 2017. Second by DeAngelo. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Budget Changes: Quigley moved to increase the budgeted balance of line 101-790-744 Periodicals and Subscriptions by \$12,350 bringing the budgeted balance from \$8,000 to \$20,350 to cover the special project cost of digitizing the Dexter Leader. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried. This is a special project outside the standard annual expenses and is a conscious use of fund balance.

Reimbursements: None.

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

Circulation Statistics: Statistics for April 2017 include:

| April 2017 | |
|------------------------|--------------|
| Circulation Statistics | |
| | April |
| Adult Books | 5523 |
| Young Adult Books | 1142 |
| Children's Books | 9737 |
| Magazines | 238 |
| DVD | 4649 |
| Books on CD | 1018 |
| Music CD | 1186 |
| Realia/Objects/Equip | 437 |
| Overdrive | 1659 |
| Zinio | 564 |
| ILL lent out | 3202 |
| ILL borrowed | 3615 |
| Renewals Workflows | 909 |
| Renewals via web | 4840 |
| Total | 38719 |
| In-house use | 1204 |
| Library visits | 13470 |
| Reference questions | 2258 |
| Items withdrawn | 338 |
| New items added | 856 |
| Total holdings | 111787 |
| New cards issued | 72 |
| Total card holders | 13165 |
| Internet usage | 4102 |
| Museum/Park Pass | 9 |
| Web site visits | 8357 |
| Program attendance | 913 |
| Fax | 72 |

Personnel: McCann informed the Board that Amy Johnson, Adult Reference Librarian, and Sandy Colson, Circulation Assistant would be reaching their anniversary dates of hire in the month of May. No board action was required due to the wage rate adjustment schedule accomplished in January 2017. Interviews were conducted for the open Administrative Assistant position.

Attorney Contract: McCann provided a notice from the Library's legal firm announcing their intent to increase their hourly billing rate by \$10 an hour. This is the first rate increase since 2007. DeAngelo moved to accept the Foster Swift rate increase as presented. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Committee Reports:

Policy Committee did not meet in the month of April.

Finance Committee minutes from April 20, 2017 were included and reviewed.

Facilities Committee minutes from April 26, 2017 were included and reviewed.

Old Business:

For the park side landscaping project, McCann provided the proposal submitted by Terrafirma for the Board's review. A question regarding the color/style of the brick pavers to be used needs to be clarified. It was requested for the seeding and plantings to be verified that they are not invasive species. Quigley moved to approve the project proposal from Terrafirma as presented (with clarification on the brick pavers and plantings). Second by DeAngelo . A vote was taken, aye=all, nay=none, absent=1. Motion carried. McCann intends to schedule a meeting with Terrafirma in the coming week to get the project scheduled.

McCann received some feedback from staff regarding the Beverage Policy and would like the Policy Committee meeting to discuss it in greater detail.

New Business: Regarding the parking lot sealing and repair, McCann explained the current situation with the City of Dexter requiring a \$250 fee for paving companies to apply for a certificate stating they will not use a coal-tar product. The Board was in favor of proceeding.

Public Comment: None.

Adjournment: The meeting was deemed adjourned at 8:55 p.m.

Respectfully submitted,



Kimberly Swoverland,
Recording Secretary