

Dexter District Library
Board of Trustees
Meeting Minutes
April 3, 2017
7:00 p.m.

Members Present: Pat Cousins, Cassy Korinek (arrived at 7:05 p.m.), James LaVoie, Donna Palmer, Shelly Vrsek, Rosemary Quigley

Members Absent: Barbara Davenport, Mike DeAngelo

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

President LaVoie called the meeting to order at 7:01 p.m.

LaVoie called for additions/changes to the presented agenda. The oath of office was suggested to be moved to the beginning of the meeting. Cousins moved to approve the agenda as amended. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

McCann led Palmer and Quigley through the Oath of Public Office.

Korinek entered the meeting at 7:05 p.m.

LaVoie called for corrections to the minutes of the March 6, 2017 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the March 6, 2017 regular Board Meeting as presented. Second by Korinek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the recent Friends Used Book Sale on Friday, April 1, 2017 was very successful earning slightly more than 1,360 for the day.

Treasurer's Report: McCann presented the Treasurer's report for March 2017. Balance Sheets and Statements of Operation were provided for the months of February and March 2017 for both 101 General Operations and 301 Debt Service. The paid bills for March 2017 were reviewed. Quigley moved to approve the bills paid during the month of March 2017. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Budget Changes: Quigley moved to allocate \$10,000 from Fund Balance to augment line 101-901-970 Capital Outlay, raising this line's budgeted balance from \$15,000 to \$25,000. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried. This is a conscious use of fund balance to accommodate the expenses related to the prep work for the park-side landscaping project.

Reimbursements: McCann presented a reimbursement check for Lisa Ryan totaling \$320.53 for several programming and display supplies, as well as mileage and professional dues reimbursements. Palmer moved to approve the reimbursement to L. Ryan in the amount of \$320.53. Second by Cousins. A vote was taken. Aye=all, Nay=none, Absent=2. Motion carried.

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

Circulation Statistics: Statistics for March 2017 include:

March 2017	
Circulation Statistics	
Adult Books	6380
Young Adult Books	1382
Children's Books	11138
Magazines	289
DVD	5214
Books on CD	1138
Music CD	1111
Realia/Objects/Equip	437
Overdrive	1733
Zinio	328
ILL lent out	3683
ILL borrowed	4323
Renewals Workflows	926
Renewals via web	4665
Total	42747
In-house use	1713
Library visits	15778
Reference questions	3218
Items withdrawn	717
New items added	1292
Total holdings	112820
New cards issued	156
Total card holders	13231
Internet usage	5633
Museum/Park Pass	1
Web site visits	10206
Program attendance	1495
Fax	86

Personnel: Interviews were conducted for the open Children's Programming Librarian and Kristen Pedersen was selected. Quigley moved to approve the April 24, 2017 hiring of Krista Pederson for the full-time Children's Programming Librarian at \$42,307 per year, with full benefits. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

McCann informed the Board that Diane Alson, Teen Services Librarian, and Deborah Bigelow, Adult Reference Librarian would be reaching their anniversary dates of hire in the months of March and April. No board action was required due to the wage rate adjustment schedule accomplished in January 2017. Kim Swoverland has submitted her resignation. The Administrative Assistant position has been posted.

Committee Reports:

Policy minutes from March 2, 2017 were previously reviewed at the March Board Meeting. Finance Committee minutes from March 16, 2017 were included and reviewed. Facilities Committee minutes from March 22, 2017 were included and reviewed.

Old Business:

Regarding the City of Dexter / DDA issue, McCann relayed the news that the DDA will not be expanding their boundaries at this point in time. It was suggested for the Policy Committee to take up discussions regarding setting a course of action if the issue should arise again in the future.

For the park side landscaping project, McCann provided the draft Request for Proposal (RFP) for the Board's review. McCann is hoping to have bids ready for the Board to approve at the next regular Board Meeting in May. Vrsek moved to approve the RFP for the Library Terrace Project as presented. Second by Quigley. A vote was taken, aye=all, nay=none, absent=2. Motion carried.

The Beverage Policy was briefly discussed and will be discussed in greater detail at the next Policy Committee Meeting.

New Business:

McCann brought the next City of Dexter Industrial Facilities Tax Exemption request to the Board's attention.

Regarding Board Member Terms, both Cassy Korinek and Pat Cousins will have their terms expiring as of September 30, 2017. McCann requested for them to begin thinking about if they would like to serve for another term.

Public Comment: None.

Adjournment: The meeting was deemed adjourned at 8:25 p.m.

Respectfully submitted,



Kimberly Swoverland,
Recording Secretary