

Dexter District Library
Board of Trustees
Meeting Minutes
February 6, 2017
7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, James LaVoie
Donna Palmer, Shelly Vrsek

Members Absent: Mike DeAngelo, Cassy Korinek, Rosemary Quigley

Others Present: William Tucker, Abraham & Gaffney
Paul McCann, Library Director
Kim Swoverland, Recording Secretary

President LaVoie called the meeting to order at 7:00 p.m.

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

LaVoie called for corrections to the minutes of the January 2, 2017 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the January 2, 2017 regular Board Meeting as presented. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the recent Friends Used Book Sale on February 4, 2017 earned more than \$1240 for the day. At the January Friends Board Meeting the Friends approved multiple items for the Library, including \$3000 for the Summer Reading Program and \$1700 for Adult & Children's Movie Events.

Audit Report: McCann introduced Mr. Bill Tucker as the lead auditor for the Library's annual financial audit which was completed fall of 2016. Tucker reviewed the audit report, highlighted several financial items and answered questions from the Board. Tucker excused himself from the meeting at 7:25 p.m. with the Board's thanks for his time and expertise.

Treasurer's Report: McCann presented the Treasurer's report for January 2017. Balance Sheets and Statements of Operation were provided for the months of December 2016 and January 2017 for both 101 General Operations and 301 Debt Service. The paid bills for January 2017 were reviewed. Cousins moved to approve the bills paid during the month of January 2017. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Budget Changes: None.

Reimbursements: None.

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

Circulation Statistics: Statistics for January 2017 include:

January 2017	
Circulation Statistics	
	January
Adult Books	6241
Young Adult Books	1150
Children's Books	9000
Magazines	249
DVD	5865
Books on CD	1105
Music CD	1176
Overdrive	1757
Zinio	342
ILL lent out	3628
ILL borrowed	4120
Renewals Workflows	772
Renewals via web	4241
Total	39646
In-house use	1617
Library visits	14643
Reference questions	2759
Items withdrawn	1124
New items added	1063
Total holdings	114485
New cards issued	98
Total card holders	13150
Internet usage	5912
Museum/Park Pass	3
Web site visits	10206
Program attendance	1390
Equipment circ	0
Fax	59

Personnel: McCann informed the Board that Kerstin Finsness, Adult Reference Librarian, would be reaching her anniversary date of hire in the month of February. No board action was required due to the wage rate adjustment schedule done in January 2017.

Personnel continued: McCann requested Board authorization to convert three part-time librarian positions into expanded hours as follows:

- 1) Children's Programming Librarian Position – expand from 25 hours a week with prorated benefits to full time with full benefits.
- 2) Teen Librarian Position – expand from 25 hours a week with prorated benefits to full time with full benefits.
- 3) Adult Reference Librarian –
 - o Step 1: convert 1 position from 20 hours a week reference duty to 25 hours a week Adult Programming Librarian with prorated benefits.
 - o Step 2: (possible for the future) expand from 25 hours a week with prorated benefits to full time with full benefits.

Davenport moved to authorize the personnel conversion and expansion of hours as detailed by McCann above. Second by Vrsek. A vote was taken. Aye=all, Nay=none, Absent=3. Motion carried.

Committee Reports:

Policy Committee minutes from January 17, 2017 were included and reviewed.
Finance Committee minutes from January 19, 2017 were included and reviewed.
Facilities Committee minutes from January 25, 2017 were included and reviewed.

Old Business:

McCann, Davenport and LaVoie relayed their impressions of the recent meeting with the Dexter DDA regarding possible DDA expansion of boundaries and the Library option to opt out of DDA tax capture. McCann is still investigating legal issues with the Library's attorneys. For the next step, the Board would like to see the DDA come up with a proposal for the Board to consider, accept, or make a counter-proposal.

Regarding the park-side landscaping project, McCann had a meeting with O'Neal Construction and they will provide a figure as to what their services as General Contractor for the project will cost.

The remainder of Old Business items and New Business items were unable to be discussed due to the lateness of the hour.

Public Comment: None.

Adjournment: The meeting was deemed adjourned at 9:00 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary