

**Dexter District Library
Board of Trustees
Meeting Minutes**

January 2, 2017

7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, Mike DeAngelo, Cassy Korinek,
James LaVoie, Donna Palmer (entered at 7:12p.m.), Rosemary Quigley

Members Absent: Shelly Vrsek

Others Present: Courtney Nicholls, Dexter City Manager
Julie Knight, Dexter City Council Member
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. McCann requested the addition of an item under the old business section of the agenda as part of the park-side landscaping project. Davenport moved to approve the agenda as amended. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

LaVoie called for corrections to the minutes of the December 5, 2016 regular Board Meeting. No corrections were requested. Davenport moved to approve the minutes from the December 5, 2016 regular Board Meeting as presented. Second by Korinek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Donna Palmer entered the meeting at 7:12 p.m.

Public Comment: City of Dexter Manager, Courtney Nicholls, provided a summary of the history of the Dexter Downtown Development Authority (DDA) and the issue at hand with pending legislation. It was suggested, should the legislation pass, that a committee with representatives from the City, the DDA and the Library should be formed to explore the issue in greater detail. The Board thanked C. Nicholls and J. Knight for their time and they excused themselves from the meeting at 7:35 p.m. The Board was in agreement that participation in a joint City/DDA/Library discussion group would be in the Library's best interests. Quigley moved that Library Director McCann, Board President LaVoie and at least 1 member of the Library's Finance Committee should be the participants of the discussion group if the legislation comes to pass. Second by DeAngelo. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Friends of the Library Report: The next Friends book sale will be January 7, 2017.

Treasurer's Report: McCann presented the Treasurer's report for December 2016. Balance Sheets and Statements of Operation were provided for the months of November and December 2016 for both 101 General Operations and 301 Debt Service. The paid bills for December 2016 were reviewed. Davenport moved to approve the bills paid during the month of December 2016. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Budget Changes: McCann explained the need for the Board to create two income lines, one each in the general operations and debt service budgets, in anticipation of receiving the Personal Property Tax Loss reimbursement from the Michigan Treasury. This reimbursement is calculated and disbursed by the Michigan Treasury as a result of eliminating the Personal Property Tax as a component of Ad Valorem taxable value. The Library's anticipated reimbursement for this year will be \$81,988.44. There is some question regarding whether surplus funds are included in this payment and whether future payments will continue at this level. The fund is graduated to reduce over time. While the numbers will change for the Library, based on past millage rates, the principles are constant.

DeAngelo moved to create two income budget lines as follows:

101-000-576 – Personal Property Tax Reimbursement with a budgeted amount of \$58,616.00
301-000-576 - Personal Property Tax Reimbursement with a budgeted amount of \$23,372.00

Second by Davenport. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Director's Report: The written director's report for December 2016 was reviewed.

Personnel: McCann informed the Board that Nancy Roberts, Library Assistant, Cathy Jurich, Head of Youth Services, and Kim Swoverland, Administrative Assistant would be reaching their anniversary date of hire in the month of January. No board action was required due to the wage rate adjustment schedule for January 2017. Newly hired is Mollie Hall, part-time Youth Reference Librarian. DeAngelo moved to approve the hiring of Mollie Hall effective January 3, 2017 at the starting wage of 18.08 per hour. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Director's Evaluation: President LaVoie provided compiled results and comments from all 8 Library Board Trustees regarding McCann's annual evaluation. The Board thanked McCann for his continued efforts, hard work and leadership. Quigley moved to approve a 2.5% salary increase, retroactive to McCann's anniversary date in December 2016, as budgeted by the Finance Committee. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Circulation Statistics: Statistics for December 2016 include:

December 2016	
Circulation Statistics	
	December
Adult Books	5356
Young Adult Books	1089
Children's Books	7486
Magazines	198
DVD	5314
Books on CD	1000
Music CD	1415
Overdrive	1714
Zinio	350
ILL lent out	3016
ILL borrowed	3460
Renewals Workflows	879
Renewals via web	4768
Total	36045
In-house use	1005
Library visits	10389
Reference questions	1991
Items withdrawn	469
New items added	983
Total holdings	115512
New cards issued	65
Total card holders	13122
Internet usage	5113
Museum/Park Pass	4
Web site visits	8728
Program attendance	1160
Equipment circ	1
Fax	83

Committee Reports:

Policy Committee did not meet in the month of December.

Facilities Committee did not meet in the month of December.

The Finance Committee Meeting minutes from December 15, 2016 were included and reviewed.

Old Business:

In order to proceed with the park-side landscaping project McCann needs official Board approval/authorization to apply for permits.

Cousins moved to approve the following resolution:

WHEREAS the Board of Trustees of the Dexter District Library will continually seek to maintain and improve the Library's facilities and grounds;

WHEREAS there is a need to expedite the approval process for all improvements;

WHEREAS the Library Director is the chief administrator for the Library; and,

WHEREAS the Library Director is the primary employee responsible for the planning and implementation of approved improvements to the Library facility and grounds;

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Trustees of the Dexter District Library authorizes the Library Director to apply for any necessary permits or permissions on behalf of the Dexter District Library.

Second by DeAngelo. A roll call vote was taken: Cousins=aye, Davenport=aye, DeAngelo=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, absent=1. Motion carried.

Regarding the food for fines project to benefit Faith-in-Action, McCann has discussed it with Circulation Supervisor Mary Graulich and is awaiting a response from Faith-in-Action as to what months of the year would benefit them the most.

Regarding the strategic plan, McCann provided a spreadsheet of the initiatives and their associated timelines.

New Business: Items in the Board Packet under new business were available for the Board's review but were not discussed due to the lateness of the hour.

Public Comment: None.

Adjournment: The meeting was deemed adjourned at 9:01 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary