

**Dexter District Library**  
**Board of Trustees**  
**Special Meeting Minutes**  
September 11, 2017  
7:00 p.m.

Members Present: Barbara Davenport, James LaVoie,  
Shelly Vrsek, Mike DeAngelo, Rosemary Quigley, and Cassy Korinek.

Members Absent: Donna Palmer and Pat Cousins

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

President LaVoie called the meeting to order at 7:08 pm.

Quigley entered at 7:37 pm.

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

The minutes for the August 7, 2017 Regular Board Meeting will be reviewed and approved at the October 2, 2017 Regular Board Meeting.

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

**Director's Report:** The written Director's Report for September 2017 was reviewed. The Board reviewed and discussed the proposed Hoopla project. Davenport moved to approve the Hoopla project. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

**Old Business:** The Board Secretary read the Resolution to Adopt Budget for the 2017–2018 Fiscal Year (attached at the end of the minutes).

The Board reviewed the forms for the Library's L-4029. Korinek moved to approve the L-4029 forms. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

The Board conducted a second reading and approval of the Public Relations Policy. Vrsek moved to approve the updated Public Relations Policy. Second by DeAngelo. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

The Board conducted a second reading and approval of the Business Continuity Plan. Davenport moved to approve the Business Continuity Plan. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Public Comment:** None.

Having reached the end of the agenda, the meeting was deemed adjourned at 8:00 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara Davenport". The signature is fluid and cursive, with a large initial "B" and "D".

Barbara Davenport,  
Secretary

A handwritten signature in black ink, appearing to read "Summer Powers". The signature is fluid and cursive, with a large initial "S" and "P".

Summer Powers,  
Recording Secretary