

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

Members Present: Pat Cousins, James LaVoie, Barbara Davenport,
Donna Palmer, Rosemary Quigley, and Mike DeAngelo

Members Absent: Shelly Vrsek and Cassy Korinek

Others Present: Michael Raatz, Friends of the Library Treasurer
Paul McCann, Library Director
Summer Powers, Recording Secretary

President LaVoie called the meeting to order at 7:04 pm.

LaVoie called for the approval of the agenda. Davenport motioned to approve the November 6, 2017 Board Meeting agenda. Seconded by Palmer. Aye=all, nay=none. Motion carried.

LaVoie called for the approval of the October Board meeting minutes. Quigley motioned to approve all of the October Board meeting minutes. Seconded by Palmer. Aye=all, nay=none. Motion carried.

Friends Report: Michael Raatz, the Friends of the Library Treasurer, presented the Friends of the Library Treasurer's Report. Raatz announced that the Friends have found a candidate for the Treasurer position, who will be up for nomination at the Friends annual meeting in December. The Friends Annual Meeting will take place on Tuesday, December 5 at 7:00 pm.

Treasurer's Report: The Board reviewed the written Treasurer's Report for November 2017.

LaVoie called for the approval of bills paid during October 2017. Cousins moved to approve the bills paid in October 2017. Seconded by DeAngelo. Aye=all, nay=none. Motion carried.

The Board reviewed the draft and final Balance Sheets for October 2017.

McCann informed the Board that there had been no problems with the audit in October. LaVoie and Cousins had met with the auditors, and they did not have any problems to discuss.

The Board reviewed budget changes.

Reimbursements: None.

Director's Report: The Board reviewed the written Director's Report for November 2017.

The Board reviewed items from the Michigan Library Association, The Library Network, and the Ann Arbor Area Community Foundation.

The Board reviewed and discussed House Bill No. 5099.

The Board reviewed the Memorial Day 2018 closing and circulation system conversion. Davenport moved to approve the closing schedule for Memorial Day 2018. Seconded by Palmer. Aye=all, nay=none. Motion carried.

The Board discussed the option to purchase an emergency package of Narcan for the Library.

The Board reviewed McCann's letter to the City of Dexter, providing support to the Mill Creek Park Trail Phase 2 project.

Event calendars for Youth, Teen, and Adult programs in November 2017 were included at the end of the packet.

Personnel: Anniversaries include Library Assistants Ann Smart (11 yrs.), Jane Hamilton (5 yrs.), and Jane Anderson (1 yr.). No Board action was required due to the January 2017 overall wage increase.

Statistics: Circulation statistics for October 2017 are included at the end of the minutes.

Committee Reports:

The Board reviewed the Facilities Committee minutes from October 25, 2017.
The Board reviewed the Policy Committee minutes from November 2, 2017.
The Finance Committee did not meet in October.

Old Business: None.

New Business:

The Board reviewed documents related to the City of Dexter IFT Exemption.

Public Comment: None.

Board Member Comments: None.

Having reached the end of the agenda, the meeting was deemed adjourned at 8:35 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers,
Recording Secretary

Amendment: October 2017 Circulation Statistics

October 2017

Circulation Statistics

	October	September	%change
Adult Books	5887	5546	6%
Young Adult Books	1124	1188	-5%
Children's Books	10931	10640	3%
Magazines	226	200	13%
DVD	4594	4371	5%
Books on CD	1033	981	5%
Music CD	909	843	8%
Realia/Objects/Equip	0	1	-100%
Overdrive	1798	1638	10%
hoopla	158	4	3850%
RBDigital magazines	330	345	-4%
ILL lent out	3326	3160	5%
ILL borrowed	3752	3699	1%
Renewals Workflows	1009	1059	-5%
Renewals via web	4791	4509	6%
Total	39868	38184	4%
In-house use	1303	1444	-10%
Library visits	14646	13272	10%
Reference questions	2752	2470	11%
Items withdrawn	1445	1478	-2%
New items added	1237	1351	-8%
Total holdings	109525	110062	0%
New cards issued	86	96	-10%
Total card holders	11683	11736	0%
Internet usage	4041	3515	15%
Museum/Park Pass	5	5	0%
Web site visits	14330	8444	70%
Program attendance	2143	1279	68%
Fax	81	89	-9%

