

Dexter District Library
Board of Trustees
Meeting Minutes
December 4, 2017
7:00 p.m.

Members Present: Pat Cousins, James LaVoie, Barbara Davenport, Donna Palmer, Rosemary Quigley, and Cassy Korinek

Members Absent: Mike DeAngelo and Shelly Vrsek

Others Present: Bill Tucker, CPA, Stevens, Kirinovic, & Tucker P.C.
Michael Raatz, Friends of the Library Treasurer
Paul McCann, Library Director
Summer Powers, Recording Secretary

President LaVoie called the meeting to order at 7:03 pm.

LaVoie called for the approval of the agenda. Cousins motioned to approve the December 4, 2017 Board Meeting agenda. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

LaVoie called for the approval of the November Board meeting minutes. Davenport motioned to approve all of the November Board meeting minutes. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

Audit Report: McCann introduced Mr. Bill Tucker as the lead auditor for the Library's annual financial audit which was completed fall of 2017. Tucker reviewed the audit report, highlighted several financial items and answered questions from the Board. Tucker excused himself from the meeting at 7:26 p.m. with the Board's thanks for his time and expertise.

Friends Report: M. Raatz, Treasurer for the Friends, provided a summary of recent Friends activity. The December book sale brought in \$1,871.35. The Friends Annual Meeting will take place on December 5, 2017. Some changes will be taking place on the Friends Board, and a new Treasurer will be taking over. The Board expressed their appreciation for the time and effort of Raatz.

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

LaVoie called for the approval of bills paid during November 2017. Palmer moved to approve the bills paid in November 2017. Seconded by Korinek. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

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

Budget Changes: None.

Reimbursements: McCann presented a reimbursement request. Quigley moved to approve the reimbursement of Diane Alson in the amount of \$124.02 for various programming supplies. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

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

The Board discussed a policy issue related to school of choice students from Dexter Schools and their ability to register for a Library card. The issue was forwarded to the Policy Committee with a request for their review and recommendation.

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

Event calendars for Youth, Teen, and Adult programs in December 2017 and January 2018 were included at the end of the packet.

Personnel: McCann announced the promotion of Megan Rittinger to Library Assistant. Davenport moved to approved the promotion of Megan Rittinger to Library Assistant at the starting wage of \$11.57 per hour. Seconded by Korinek. A vote was taken. Aye=all. Nay=none. Absent=2. Motion carried. Anniversaries include Paul McCann, Library Director. Evaluation materials will be distributed to Board members at a later date.

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

Committee Reports:

The Board reviewed the Facilities Committee minutes from November 22, 2017.
The Finance Committee did not meet in November.
The Board reviewed the Policy Committee minutes from November 2, 2017.

Old Business: None.

New Business:

McCann presented the 2018 Library Closing Schedule for review. The Board had no changes to the schedule. Davenport moved to approve the 2018 Library Closing Schedule as presented. Second by Quigley. A vote was taken. Aye=all, Nay=none, Absent=2. Motion carried.

McCann presented the 2018 Staff Paid Holiday Schedule for review. The Board had no changes to the presented schedule. Cousins moved to approve the 2018 Staff Paid Holiday Schedule as presented. Seconded by Palmer. A vote was taken. Aye=all, Nay=none, Absent=2. Motion carried.

McCann presented the 2018 Board of Trustees Meeting Dates Schedule for review. The Board had no changes to the presented schedule. Quigley moved to approve the 2018 Board of Trustees Meeting Dates Schedule as amended. Second by Palmer. A vote was taken. Aye=all, Nay=none, Absent=2. Motion carried.

Public Comment: None.

Board Member Comments: None.

The meeting was deemed adjourned at 9:00 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 a long, sweeping underline.

Barbara Davenport,
Secretary

Summer Powers,
Recording Secretary

Amendment: November 2017 Circulation Statistics

November 2017			
Circulation Statistics			
	November	October	%change
Adult Books	5513	5887	-6%
Young Adult Books	1210	1124	8%
Children's Books	10101	10931	-8%
Magazines	211	226	-7%
DVD	4768	4594	4%
Books on CD	1042	1033	1%
Music CD	1042	909	15%
Realia/Objects/Equip	2	0	
Overdrive	1715	1798	-5%
hoopla	385	158	144%
RBDigital magazines	474	330	44%
ILL lent out	3212	3326	-3%
ILL borrowed	3609	3752	-4%
Renewals Workflows	970	1009	-4%
Renewals via web	4860	4791	1%
Total	39114	39868	-2%
In-house use	1530	1303	17%
Library visits	13772	14646	-6%
Reference questions	2719	2752	-1%
Items withdrawn	1033	1445	-29%
New items added	1112	1237	-10%
Total holdings	109321	109525	0%
New cards issued	109	86	27%
Total card holders	11697	11683	0%
Internet usage	3803	4041	-6%
Museum/Park Pass	4	5	-20%
Web site visits	13662	14330	-5%
Program attendance	1687	2144	-21%
Fax	79	81	-2%