

Dexter District Library
Board of Trustees
Meeting Minutes
January 8, 2018
7:00 p.m.

Members Present: Pat Cousins, James LaVoie, Barbara Davenport,
Rosemary Quigley, and Shelly Vrsek

Members Absent: Mike DeAngelo, Donna Palmer, and Cassy Korinek

Others Present: Michael Raatz, Prior Friends of the Library Treasurer
Mary Tobin, Current 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 January 8, 2018 Board Meeting agenda. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

LaVoie called for the approval of the December Board meeting minutes. Cousins motioned to approve all of the December Board meeting minutes. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Friends Report: Raatz introduced Tobin to the Board. Tobin gave the Board a brief update on the book sale amounts from the December sale, and on potential changes to the organization of furniture for the Friends book sales. The Board requested that Tobin submit a monthly Friends Treasurer's report for review at Board meetings.

Treasurer's Report: The Board reviewed the written Treasurer's Report for January 2018.

LaVoie called for the approval of bills paid during December 2017. Quigley moved to approve the bills paid in December 2017. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

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

Budget Changes: None.

Reimbursements: McCann presented a reimbursement request. Vrsek moved to approve the reimbursement of Krista Pedersen in the amount of \$171.17 for various programming supplies. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Library Appropriations Report: The Board reviewed and discussed the Library Appropriations Report (concerning Library programming and materials) for 2017-2018.

Director's Report: The Board reviewed the written Director's Report for January 2018.

The Board reviewed the State of Michigan Dept. of Treasury's confirmation of receipt letter concerning the Library's Qualifying Statement.

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

Included in the Board packet, the Board reviewed patron comments submitted to the Library.

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

Personnel: Anniversaries include Cathy Jurich, Head of Youth Services; Mollie Hall, Youth Reference Librarian; and Nancy Roberts, Library Assistant. The Board discussed the planned pay rate increase to begin with the first payroll in January, including the pay rate increase of Cathy Jurich. Quigley moved to approve the pay rate increase of Cathy Jurich. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Materials for the Director's evaluation will be distributed via email and hard copies will be returned to the Administration Office.

Statistics: Circulation statistics for December 2017 were included with the Board packet.

Committee Reports:

The Board reviewed the Finance Committee minutes from December 21, 2017.

The Board reviewed the Facilities Committee minutes from January 3, 2018.

The Board reviewed the Policy Committee minutes from December 20, 2018.

Old Business: The Board discussed the Library's tax capture position. Quigley moved to approve the options regarding the Library's tax capture position presented in the November Policy Committee meeting minutes. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

The Board discussed the school of choice library card policy presented in the December Policy Committee meeting minutes. Cousins moved to approve the school of choice library card policy as presented in the December Policy Committee meeting minutes. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

New Business: The Board discussed audit contract renewal, which received recommendation from the Finance Committee. Vrsek moved to approve the renewal of an audit contract with Stevens, Kirinovic, & Tucker P.C. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

The Board discussed adjusting the Library's CD investment limits, from 250,000 to 500,000; see December Finance Committee minutes, included in the Board packet. Davenport moved to approve increasing the Library's CD investment limits. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

The Board did a first reading of the Library's Fraud Risk Management Policy, which had been reviewed and recommended by the Policy Committee, and was included in the Board Packet.

Public Comment: None.

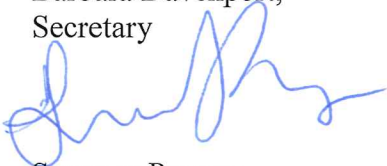
Board Member Comments: None.

Having reached the end of the agenda, the Board adjourned at 8:53 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers
Recording Secretary

December 2017 Circulation Statistics:

December 2017

Circulation Statistics

	December	November	%change
Adult Books	5083	5513	-8%
Young Adult Books	1113	1210	-8%
Children's Books	7022	10101	-30%
Magazines	274	211	30%
DVD	4799	4768	1%
Books on CD	868	1042	-17%
Music CD	865	1042	-17%
Realia/Objects/Equip	0	2	-100%
Overdrive	1769	1715	3%
hoopla	903	385	135%
RBDigital magazines	269	474	-43%
ILL lent out	2758	3212	-14%
ILL borrowed	3399	3609	-6%
Renewals Workflows	815	970	-16%
Renewals via web	4584	4860	-6%
Total	34521	39114	-12%
In-house use	948	1530	-38%
Library visits	10973	13772	-20%
Reference questions	2021	2719	-26%
Items withdrawn	643	1033	-38%
New items added	1052	1112	-5%
Total holdings	109184	109321	0%
New cards issued	47	109	-57%
Total card holders	11595	11697	-1%
Internet usage	3273	3803	-14%
Museum/Park Pass	1	4	-75%
Web site visits	14138	13662	3%
Program attendance	1874	1687	11%
Fax	62	79	-22%