

**Dexter District Library
Board of Trustees
Meeting Minutes
February 5, 2018
7:00 p.m.**

Members Present: Pat Cousins, James LaVoie, Barbara Davenport, Cassy Korinek,
Mike DeAngelo, Donna Palmer, and Shelly Vrsek

Members Absent: Rosemary Quigley

Others Present: 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 February 5, 2018 Board Meeting agenda. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

LaVoie called for the approval of the December Board meeting minutes, with amendments. Vrsek motioned to approve the January Board meeting minutes. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Friends Report: McCann presented the Friends of the Library report. The February book sale made \$1,190.50. The Friends donated 40 books to Dexter High School students for a little free library, to be located at the Washtenaw County Community Mental Health Clinic. The Friends of Michigan Libraries Newsletter featured the Friends of the Dexter District Library. The Friends purchased a laptop for their bookkeeper. The Friend's CDs are coming due, and they may be moving to a different bank for their CD investments.

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

LaVoie called for the approval of bills paid during January 2018. Palmer moved to approve the bills paid in January 2018. Seconded by DeAngelo. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

The Board reviewed the final Balance Sheets for December 2017 and the draft Balance Sheets for January 2018.

Budget Changes: None.

Reimbursements: None.

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

Circulation statistics for January 2018:

January 2018

Circulation Statistics

	January
Adult Books	5985
Young Adult Books	1114
Children's Books	9351
Magazines	248
DVD	4858
Books on CD	909
Music CD	907
Realia/Objects/Equip	1
Overdrive	1966
hoopla	496
RBDigital magazines	457
ILL lent out	3453
ILL borrowed	4082
Renewals Workflows	759
Renewals via web	4381
Total	38967
In-house use	1316
Library visits	13015
Reference questions	2616
Items withdrawn	797
New items added	1056
Total holdings	108708
New cards issued	84
Total card holders	11582
Internet usage	3917
Museum/Park Pass	10
Web site visits	25479
Program attendance	2023
Fax	65

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

The Board reviewed patron comments submitted to the Library.

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

Personnel: Materials for the Director's evaluation were distributed. The Board established a schedule for members to fill out and submit evaluations prior to the March Board meeting.

Statistics: Circulation statistics for January 2018 were included with the Board packet.

Committee Reports:

The Board reviewed the Facilities Committee minutes from the January 24, 2018 meeting.
The Finance Committee did not meet in January 2018.
The Policy Committee did not meet in January 2018.

Old Business: The Board did a second reading of the Library's Fraud Risk Management Policy.
The Board suggested having the policy reviewed again by the Policy Committee.

New Business: The Board discussed purchasing training equipment for the Integrated Library System conversion. Davenport moved to purchase training equipment for the ILS conversion.
Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

The Board reviewed the Library's Rules of Behavior Policy.

Public Comment: None.

Board Member Comments: None.

Having reached the end of the agenda, the Board adjourned at 9:00 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers
Recording Secretary