

Dexter District Library
Board of Trustees
Meeting Minutes
October 1, 2018
7:00 p.m.

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

Members Absent: Sherry Simpson (Not yet sworn in)

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

LaVoie called the meeting to order at 7:00 pm.

LaVoie called for the approval of the October Board Meeting agenda. Palmer motioned to approve the October 1, 2018 Board Meeting agenda. Seconded by Korinek. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Election of Officers: With the start of the new fiscal year, it is time for the slate of Board Officers to be determined. The existing President, Vice-President, Secretary and Treasurer all expressed their willingness to serve in the same capacities for the 2018-2019 fiscal year. The Trustees expressed their satisfaction with the current slate of officers. Quigley moved to retain the current slate of Board Officers to serve in the same capacity for the 2018-2019 fiscal year. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried. Therefore, the slate of officers for the 2018-2019 fiscal year is as follows:

President:	James LaVoie
Vice-President:	Shelly Vrsek
Secretary:	Barbara Davenport
Treasurer:	Patricia Cousins

Committee Assignments:

LaVoie called for discussion regarding Trustee assignments to the Policy, Facilities and Finance Committees. It was agreeable to all Trustees for the current make-up of the committees to remain the same for the 2018-2019 fiscal year, provided the trustees absent from the Board Meeting had no objection. Quigley moved to approve the committee assignments as follows:

Facilities: Cousins, LaVoie, Quigley
Finance: Cousins, Davenport, Palmer
Policy: Korinek, Vrsek

Second by Palmer. Aye=all, nay=none, absent=1. Motion carried.

LaVoie called for the approval of the September Regular Board meeting minutes and September Budget Hearing meeting minutes. Vrsek motioned to approve the September Regular Board

meeting minutes and September Budget Hearing meeting minutes. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Public Comment: None.

Friends Report: The Friends did not have a book sale in September. At the September 25 meeting, they discussed the Friends workshop meeting coming in October. They have not made progress on the memorial for Marty Davis. A small committee will meet to push the memorial project forward.

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

The Board reviewed the final Balance Sheets for August 2018 and the draft Balance Sheets for September 2018. Davenport motioned to approve the bills paid during September 2018. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Budget Changes: None.

Reimbursements: Diane Alson and Krista Pedersen, for programming expenses incurred during the summer. Palmer motioned the reimbursement requests by Diane Alson and Krista Pedersen. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

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

Circulation statistics for September 2018:

September 2018 Circulation Statistics	
	September:
Adult Books	4793
Young Adult Books	750
Children's Books	8061
Magazines	153
DVD	3157
Books on CD	874
Music CD	466
Realia/Objects/Equip	0
Overdrive	1858
hoopla	540
RBDigital magazines	443
In-House	3345
Total	24440
Library visits	12966
Reference questions	2440
Items withdrawn	1271
New items added	1248
Total holdings	111910
New cards issued	67
Total card holders	11845
Internet usage	3819
Museum/Park Pass	0
Web site visits	8826
Program attendance	1285
Fax	54
ILL lent out	1488
ILL borrowed	2659
Renewals via web	4173
In-house renewals	992

Included in the Board packet was an article from the New York Times titled “To Restore Civil Society, Start with the Library.”

The Board discussed a notice from the City of Dexter Office of Community Development. The notice subject was a hearing concerning an Application for Industrial Facilities Tax Exemption Certificate, put forth by QED Environmental Systems, Inc. A public hearing notice from the City of Dexter was included in the packet as well. The issue would be discussed further at the next Policy Committee meeting.

The Board reviewed the September 2018 TLN newsletter, Bits and Pieces.

Included in the Board packet were minutes from Dexter Township (LaVoie and Quigley), Scio Township (Davenport), and Webster Township (Vrsek and Simpson) concerning Board term reappointments (and appointments).

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

Personnel: Anniversaries include Amy Hyde, Youth Reference Librarian; Scott Wright, Technology Librarian; and Alyssa Garlington, substitute Library Assistant. No Board action was required due to the January 2018 pay rate increase.

Committee Reports:

The Policy Committee did not meet in September.

The Board reviewed the Finance Committee minutes from the September 20, 2018 meeting.

The Board reviewed the Facilities Committee minutes from the September 26, 2018 meeting.

Old Business: None.

New Business: A quote from Fontanesi and Kann Company, for HVAC control replacement, was included in the Board packet and discussed. McCann noted the quote will be updated and he did not expect the price to change dramatically. Quigley motioned to approve HVAC controls replacement, with the restriction that the price should not exceed \$20,000. Seconded by Palmer. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

The Board discussed the progress of the LED lighting project.

A quote from Library Design Associates, Inc, for 6 replacement chairs in the Adult Department, was included in the Board packet and discussed. The Library will move ahead with additional chair replacement on the second floor.

Public Comment: None.

Board Member Comments: President LaVoie noted that the Webster Township Board minutes have not yet been corrected to reflect that Sherry Simpson’s term should be 4 years.

Having reached the end of the agenda, the Board adjourned at 8:37 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

A handwritten signature in blue ink, appearing to read "Summer Powers". The signature is cursive and somewhat stylized, with a large initial "S" and a long, sweeping underline.

Summer Powers,
Recording Secretary