

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

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

Members Absent: Cassy Korinek

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

LaVoie called the meeting to order at 7:05 pm.

LaVoie called for the approval of the November Board Meeting agenda. Cousins motioned to approve the November 5, 2018 Board Meeting agenda. Seconded by Palmer. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

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

McCann led all Board members present through the Oath of Office, included in the Board packet.

Public Comment: None.

Friends Report: Included in the Board packet were minutes from the September and October Friends meetings. The October book sale made \$1,372.72. The November book sale made \$1,179. The Friends sold 1 computer that had been withdrawn from use for \$40. The Friends discussed potential locations for the Marty Davis memorial, as part of their meeting minutes. Quigley motioned to approve the outline for the Marty Davis memorial project, presented as part of the November Board packet. Seconded by Davenport. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

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

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

Budget Changes: The result of the following changes results in a zero budget balance with total income equaling expenses. There are \$2,100 in increases in benefits lines. This is off-set by the \$506 reduction in Grant programming and use of \$1,594 in unassigned balance from the original budget.

Palmer motioned to approve the following budget changes:

Rename line 101-790-713 – Health Reimbursement, change to “FSA.”

Increase line 101-790-713 – Health Reimbursement by \$900, increasing that line’s budgeted balance from \$3,600 to \$4,500.

Increase the budgeted balance for line 101-790-715, Medical Reimbursement by \$1,200, increasing that line’s total to from \$2,400 to \$3,600.

Decrease the balance of line 101-790-746 Books on CD Child by \$4,000, decreasing that line’s budgeted balance from \$8,000 to \$4,000

Increase the budgeted balance of line 101-790-751 E-books/audio by \$4,000, increasing that line’s budgeted balance from \$32,200 to \$36,200

Reduce the budgeted balance for line 101-790-753 Grant Programming by \$506, reducing that line’s total from \$1,000 to \$494.

Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

2017-2018 Audit: The auditors visited on October 15-16, 2018 to perform their work. Standard questions were asked and answered. Both Board President Jim LaVoie and Treasurer Pat Cousins stopped in to answer questions from the auditors. The firm will visit the December 3 Board meeting to present their report.

Reimbursements: None.

Director’s Report: The Board reviewed the written Director’s Report for November 2018.

Circulation statistics for October 2018:

| October 2018 Circulation Statistics | |
|--|--------------|
| | October |
| Adult Books | 5073 |
| Young Adult Books | 765 |
| Children’s Books | 8458 |
| Magazines | 234 |
| DVD | 3580 |
| Books on CD | 805 |
| Music CD | 572 |
| Realia/Objects/Equip | 27 |
| Overdrive | 1680 |
| hoopla | 547 |
| RBDigital magazines | 395 |
| In-House | 3475 |
| Total | 25611 |
| Library visits | 14687 |
| Reference questions | 2719 |
| Items withdrawn | 765 |
| New items added | 1046 |
| Total holdings | 112483 |
| New cards issued | 108 |
| Total card holders | 11949 |
| Internet usage | 4312 |
| Museum/Park Pass | 1 |
| Web site visits | 9226 |
| Program attendance | 3761 |
| Fax | 68 |
| ILL lent out | 1567 |
| ILL borrowed | 3153 |
| Renewals via web | 4415 |
| In-house renewals | 1025 |

McCann informed the Board of a luncheon event being held by the Ann Arbor Community Foundation. A report from the Ann Arbor Community Foundation was also included in the Board packet.

The November 2018 Library Network Newsletter, Bits and Pieces, was included with the Board packet.

A letter concerning the Property Taxation of the 5 Healthy Towns Foundation was included in the Board packet and discussed. Trustee Simpson recused herself from all discussion of this issue.

McCann informed the Board that the Michigan Library Association and the Michigan Consortium for Library Services have both posted open positions for Executive Director.

A patron comment was included in the Board packet.

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

Committee Assignments: Simpson agreed to serve on the Policy Committee. Cousins moved to approve the committee assignment of Sherry Simpson to the Policy Committee. Second by Quigley. Aye=all, nay=none, absent=1. Motion carried.

Personnel: Anniversaries include Library Assistants Ann Smart, Jane Hamilton, and Jane Anderson, and Library Page, James Beauregard. No Board action was required due to the January 2018 pay rate increase.

Committee Reports:

The Board reviewed the Policy Committee minutes from the October 18, 2018 meeting.

The Finance Committee did not meet in October.

The Board reviewed the Facilities Committee minutes from the October 24, 2018 meeting.

Old Business: The Board discussed HVAC controls replacement. A quote from Fontanesi and Kann Company was included in the Board packet. Davenport suggested cross training for staff on use of the HVAC control software.

McCann reviewed progress regarding LED lighting in the Library. Hopp Electric submitted a proposal for conversion. The Library sought additional quotes from Turner Electric and A.F. Smith. Turner Electric noted the Library's existing fixtures should be able to accept LED tubes. The Library will set up test areas with the appropriate LED tubes prior to the next Facilities Committee meeting.

New Business: None.

Public Comment: None.

Board Member Comments: LaVoie requested that a recognition of Veterans Day be posted somewhere in the Library prior to the holiday. Simpson pointed out the error on the Adult Calendar; the spelling should be “Daylight Saving Time,” singular rather than plural.

Having reached the end of the agenda, the Board adjourned at 8:55 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers,
Recording Secretary