

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
January 7, 2019  
7:00 p.m.

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

Members Absent: None

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

LaVoie called the meeting to order at 7:10 pm.

LaVoie called for the approval of the January Board Meeting agenda. Davenport motioned to approve the January 7, 2019 Board Meeting agenda. Seconded by Simpson. A vote was taken. Aye=all, nay=none. Absent=none. Motion carried.

LaVoie called for the approval of the December 2018 Board meeting minutes. Simpson motioned to approve the December 2018 Board meeting minutes. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=none. Motion carried.

**Public Comment:** None. McCann took the opportunity to note that a patron expressed significant concerns regarding the lack of reliability with shared system notification of holds and items coming due. McCann noted TLN traced the problem to the e-mail service provider and, after several attempts to ensure reliability, voided the contract due to failure to perform. TLN will be migrating e-mail services to a different provider in January or early February.

**Friends Report:** The Friends Treasurer had not sent the Friends Report prior to the Library Board meeting. McCann noted that the January book sale was very busy, full of book buyers.

**Treasurer's Report:** The Board reviewed the written Treasurer's Report for January 2019.

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

**Budget Changes:** None.

**Reimbursements:** None.

**Director's Report:** The Board reviewed the written Director's Report for January 2019.

Circulation statistics for December 2018:

<b>December 2018</b>	
Circulation Statistics	
	December
Adult Books	4364
Young Adult Books	732
Children's Books	5833
Magazines	130
DVD	3706
Books on CD	707
Music CD	500
Realia/Objects/Equip	12
Overdrive	1916
hoopla	648
RBDigital magazines	494
In-House	2861
<b>Total</b>	<b>21903</b>
Library visits	10882
Reference questions	
Items withdrawn	
New items added	869
Total holdings	112856
New cards issued	50
Total card holders	12055
Internet usage	3477
Museum/Park Pass	1
Web site visits	8560
Program attendance	1657
Fax	49
ILL lent out	2848
ILL borrowed	5051
Renewals via web	4332
In-house renewals	907

Personnel: Anniversaries include Cathy Jurich, Head of Youth Services and Mollie Hall, Youth Reference Librarian.

McCann presented the Board the recommended 2019 pay rates for the bulk of the staff. Due to the minimum wage legislation passed by the Legislature in late December, 2018, and the historical wage adjustments over the last several years, McCann recommended the Board adopt wage increases in January to keep the majority of employees on a January cycle. The Board discussed the list of 2019 wage rate increases was distributed at the Board meeting. Davenport motioned to approve the 2019 wage rate increases as submitted. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=none. Motion carried.

Included in the Board packet was a confirmation of receipt of Qualifying Statement from the State of Michigan Department of Treasury. This certifies the Library's financial situation is

stable and authorizes future bond issues. This form needs to be filled out annually to ensure the State Treasury the Library is practicing sound financial management.

Event calendars for Youth, Teen, and Adult programs in January 2019 were included at the end of the packet.

**Committee Reports:**

None of the Library's standing committees, Policy, Finance or Facilities, met in December.

**Old Business:**

The Board discussed updates in HVAC controls replacement. Communications have occurred with Fontanesi, and the company may be working on the controls by late January.

The Board discussed updates with the LED lighting project. Comments from patrons about LED lighting were discussed, based on the sample LED lights that had been setup around the Library.

**New Business:**

McCann presented the 2019 Library Closing Schedule, the 2019 Staff Paid Holiday Schedule, and the 2019 Board of Trustees Meeting Dates Schedule for review. The Board had minor changes to the schedules. Quigley moved to approve the 2019 Library Closing Schedule, the 2019 Staff Paid Holiday Schedule, and the 2019 Board of Trustees Meeting Dates as presented. Second by Vrsek. A vote was taken. Aye=all, Nay=none, Absent=none. Motion carried.

**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