

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
March 4, 2019  
7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, James LaVoie  
Rosemary Quigley, and Sherry Simpson

Members Absent: Donna Palmer, Cassy Korinek, and Shelly Vrsek

Others Present: Paul McCann, Library Director  
Kevin Vrsek, Vice President of Friends

Others Absent: Summer Powers, Recording Secretary

The minutes were recorded for later preparation of typed minutes.

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

LaVoie called for the approval of the amended March Board Meeting agenda. Simpson motioned to approve the March 4, 2019 Board Meeting agenda. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

LaVoie called for the approval of the February 2019 Board meeting minutes. Simpson motioned to approve the February 2019 Board meeting minutes. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

**Public Comment:** None.

**Friends Report:** Kevin Vrsek, Vice President of the Friends of the Library, attended the Board meeting and contributed to the Friends March Report. The March book sale brought in \$1,116.50, down by 1.8 % from 2018. The Friends will supplement the Martha Davis memorial account. The sculpture for the Martha Davis memorial is set to ship on March 12, and the cost was under \$5,000. The cost of installation has not yet been factored in. To pay for the sculpture, donation funds will be used first, and then the Friends and Library will come to an agreement on the split for the rest of the cost. There have been four or five location proposals for the sculpture around the building. Kevin Vrsek remarked that it should be easier to install on a location with concrete, because there are screws to set in. The Friends have outstanding expenses; one ongoing project is the Play Table for the children's area, which will cost about \$7,000. The target audience for the play table is preschool age children. New appointees to the Friends Board include Yvonne Schmidt, Volunteer Coordinator, and Amy Jerome, Secretary.

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

The Board reviewed the Michigan CLASS Exhibit B Participation Agreement Authorization, a letter from Michigan CLASS acknowledging the receipt of the Library's investment policy and an agreement to comply by said policy. The full Participation Agreement was not included in

the Board packet, but an electronic copy was e-mailed to all Board members prior to the February Board meeting and a hard copy was available during the March Board meeting. The Library would open an additional line in the budget, take money from the existing General Operations fund balance and open an account with Michigan CLASS. The balance of the account will be liquid, and there will not be any penalty for withdrawals. The Board discussed functional details of handling the account with Michigan CLASS. Simpson motioned to approve the Michigan CLASS Exhibit B Participation Agreement Authorization. Seconded by Quigley. A roll call was taken. Voting in aye were Cousins, Simpson, LaVoie, Quigley and Davenport. Voting in nay were none. LaVoie declared the motion carried, and the Participation Agreement Authorization was adopted on March 4, 2019. A complete copy of the resolution as adopted is included with the March Board meeting minutes.

The Board discussed the level at which to start the Michigan CLASS account. The Board advised McCann to open the account with Michigan CLASS. Davenport motioned to approve an opening investment of \$500,000 with Michigan CLASS. Performance will be evaluated after 90 days. Seconded by Simpson. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

The Board reviewed the final Balance Sheets for January 2019 and the draft Balance Sheets for February 2019. Davenport motioned to approve the bills paid during February 2019. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

**Budget Changes:** None.

**Reimbursements:** None.

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

Personnel: Anniversaries include Diane Alson, Teen Programming Librarian. No Board action was required due to the pay rate increase approved in January 2019.

The Bits and Pieces Newsletter from the Library Network was included in the Board packet.

The Board discussed a Michigan Library Association update, which included House Bill 4119 that the Policy Committee had discussed and determined that it would not affect the Library.

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

The Board discussed mailing the Library newsletter. The area and school district around Portage Lake is outside of general mailing. After evaluating a route sent by Econoprint with about 500 houses, McCann estimated that including Pinckney houses in newsletter mailings would increase the cost by about 6%, or \$300 to \$350 per issue. The majority of the route is in the Pinckney Library service area. The Board discussed whether to include the entire route or to add individual patrons outside the mailing service area to the newsletter mailing list upon request. The newsletters are available on the Library website. The Board recommended adding patrons individually and additional promotion of the e-newsletter on the Library's social media.

Circulation statistics for February 2019 were presented:

<b>February 2019</b>	
Circulation Statistics	
	February
Adult Books	5025
Young Adult Books	781
Children's Books	8480
Magazines	163
DVD	3845
Books on CD	728
Music CD	638
Realia/Objects/Equip	1
Overdrive	2035
hoopla	716
RBDigital magazines	550
In-House	3366
<b>Total</b>	<b>26328</b>
Library visits	12098
Reference questions	2189
Items withdrawn	852
New items added	956
Total holdings	111714
New cards issued	76
Total card holders	11253
Internet usage	3494
Museum/Park Pass	2
Web site visits	8815
Program attendance	1832
Fax	63
ILL lent out	1746
ILL borrowed	3272
Renewals via web	4071
In-house renewals	980

### **Committee Reports:**

The Board reviewed the Facilities Committee minutes from the February 27, 2019 meeting. The Finance Committee did not meet in February. An e-mail update was included in the packet. The Board reviewed the Policy Committee minutes from the February 14, 2019 meeting.

### **New Business (moved forward by Board request):**

Davenport brought up the prohibition of homeschool student participation in Dexter Community Schools' activities. McCann assured the Board that all youth, teen and adult programs are open to any patrons, with the only restriction being capacity. McCann also added that the Library has a highly used collection of parent-teacher materials frequently used by homeschooling parents. Davenport requested that, if there is a program opportunity that would specifically apply to homeschooled students, the Library consider scheduling those programs. McCann also noted the

Library has a subscription to Practical Homeschooling Magazine. The Board briefly discussed program scheduling. McCann noted many school age programs are scheduled around the School schedule in order to allow for maximum participation.

Jim LaVoie excused himself at 8:40 pm. The meeting no longer had a quorum, however the Board had no further issues to vote on for the rest of the meeting.

**Old Business:**

The Board discussed the HVAC controls replacement project. The only issue that still needed work was the software communication with the boilers. McCann and Oberle received training on the new system and feel confident with using the software. Training hours have also been reserved for Oberle's replacement after he retires.

The Board discussed the LED lighting project. The 3000k bulbs for the lower level will be ordered, and the Library will start with replacing the lights in the lower level first.

The Board discussed plans for HBM meeting room renovation and design. Input will be obtained from staff.

**Public Comment:** None.

**Board Member Comments:** Cousins stated that McCann should contact Paul Cousins to discuss the park path to make the Library terrace accessible.

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

Respectfully submitted,



Barbara Davenport,  
Secretary