

Dexter District Library
Board of Trustees
Meeting Minutes
June 3, 2019
7:00 p.m.

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

Members Absent: Cassy Korinek

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

LaVoie called the meeting to order at 7:06 pm.

LaVoie called for the approval of the June Board Meeting agenda. Simpson motioned to approve the June 3, 2019 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 May 6, 2019 Board meeting minutes. Cousins motioned to approve the May 6, 2019 Board meeting minutes. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Public Comment: None.

Friends Report: McCann presented the Friends report from May 2019. The sales total for the June 1, 2019 book sale was \$1,510.50, which was a 29.2% increase from 2018. The Martha Davis Memorial sculpture had been moved to a new location within the lobby, with a sandstone wall backdrop. The Board would look at the new location after the meeting. The cost of the sculpture was just under \$5,000; the Library would cover about \$1,300, the other part of the cost would be covered by donations.

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

The most recent interest earned in the Library's second Old National CD had not been posted to Quickbooks and would not be reflected in the General Operations Balance Sheet.

The Board discussed the bookkeeping transition. There were a few referrals from Shayna Accounting, Board Member Donna Palmer, and the current bookkeeper, Vanessa Campbell. The plan was for there to be crossover between Campbell and the new bookkeeper for training.

The Board discussed the Library's Michigan CLASS account. McCann and Treasurer Pat Cousins would do a small transfer to confirm and view the money in the account. The plan was to move \$500,000 into the account within the next two weeks.

The Board discussed the bills paid during May 2019. Cousins motioned to approve the bills paid during May 2019. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1.

Motion carried. The Board reviewed the final Balance Sheets for April 2019 and the draft Balance Sheets for May 2019.

Budget Changes: None.

Reimbursements: None.

Director's Report: The Board reviewed the written Director's Report for June 2019. Communications with Fontanesi and O'Neal concerning the HVAC circuit board controls were discussed. The Board discussed and viewed photographs of a significant graffiti incident that was discovered and reported to the Sheriff in mid-May. The Board discussed issues with Schindler Elevator service and plans to start an RFP process in the fall.

Circulation for May 2019 statistics were provided at the meeting due to month end:

May 2019	
Circulation Statistics	
	May
Adult Books	4843
Young Adult Books	807
Children's Books	7930
Magazines	170
DVD	3633
Books on CD	722
Music CD	525
Realia/Objects/Equip	126
Overdrive	2124
hoopla	790
RBDigital magazines	591
In-House	3581
Total	25842
Library visits	14237
Reference questions	2395
Items withdrawn	915
New items added	1050
Total holdings	114528
New cards issued	73
Total card holders	11559
Internet usage	3640
Museum/Park Pass	1
Web site visits	9261
Program attendance	1938
Fax	36
ILL lent out	1427
ILL borrowed	2897
Renewals via web	3764
In-house renewals	824

The Board viewed an email from Brett Pedersen concerning the Mill Creek Coffee Hour minutes, in which they discuss how “The Dexter Library is a Great Community Resource.”

Event calendars for June 2019 and Summer Reading Program 2019 materials for Youth, Teen, and Adult programs were included at the end of the packet.

Personnel:

Anniversaries include Dee Beaver, Adult Reference Librarian, and Library Pages, Laura Sutherland and Shannon O’Connor. Board action was not required due to the January 2019 wage rate adjustment.

New hires include Marissa Lasoff-Santos, Youth Reference Librarian. Davenport motioned to approve the hire of Marissa Lasoff-Santos starting at \$18.25. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Committee Reports:

The Board reviewed the Facilities Committee minutes from the May 22, 2019 meeting. The Board reviewed the Finance Committee minutes from the May 16, 2019 meeting. The Policy Committee did not meet in May 2019.

Old Business:

The Board discussed the progress of the LED lighting project. Hopp might have to be contacted concerning a possible problem with some of the ballasts in the fixtures above the Adult Fiction area.

The Board discussed proposals forwarded from HBM for meeting room renovations. The Board discussed issues with the proposals, such as storage space concerns. The Board discussed technology possibilities presented in each of the proposals. The Board discussed known concerns from the programming librarians, such as the need for resilient flooring. The Board discussed the disadvantages of an emergency exit outdoor deck outside the meeting room windows. The Board discussed the cost estimates for each proposal. The Board suggested obtaining input from programming librarians on the proposals.

New Business: None.

Public Comment: None.

Board Member Comments: The Finance Committee reminded the Board that they would be reviewing the 2019-2020 budget and to keep expenses in mind.

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

Respectfully submitted,



Barbara Davenport
Secretary



Summer Powers
Recording Secretary