

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
August 5, 2019  
7:00 p.m.

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

Members Absent: None.

Others Present: Paul McCann, Library Director  
Kim Swoverland, Recording Secretary

President LaVoie called the meeting to order at 7:00 p.m.

LaVoie called for additions/changes to the presented agenda. No additions were requested. Palmer moved to approve the agenda as presented. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=0. Motion carried.

LaVoie called for corrections to the minutes of the July 1, 2019 Regular Board Meeting. Some corrections were requested. The language in the minutes will be adjusted and re-presented to the Board at the next regular Board Meeting for approval.

**Public Comment:** None.

**Friends Report:** No member of the Friends was present. McCann relayed the information that the Friends of the Library Dexter Daze Sale would take place on Friday, August 9<sup>th</sup> and Saturday, August 10<sup>th</sup> in the Library's lower level. The sculpture/bench in honor of Martha Davis is residing in the Library's lobby.

**Treasurer's Report:** McCann presented the Treasurer's report for July 2019. The paid bills for July 2019 were reviewed including the items noted on the Treasurer's Report. Davenport moved to approve the bills paid during the month of July 2019. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=0. Motion carried.

McCann reviewed the preliminary/draft statements of operations for July 2019 for both 101 General Operations and 301 Debt Services. Final statements for June 2019 were included and reviewed.

A question was asked regarding the Library's multi-function copy/printing units. McCann explained the lease has been fulfilled and now the Library owns the four units. The current contract with Applied Imaging covers toner, repairs, and replacement parts. The per copy charges are slightly higher, but there is no longer a monthly lease payment. For the time being, it appears to be a cost savings, but staff will continue to monitor.

**MCLASS:** Statements for July 2019 were provided and reviewed. The interest rate is favorable enough to possibly consider establishing another MCLASS account for 301 Debt Service millage income deposits. It was requested for McCann to develop and provide for the Board, a running report showing the investment and returns over time. It was re-stated for Board information, that the MCLASS account is fully liquid and accessible without penalty.

**Budget Changes:** McCann explained the necessity for making a budget change for the 2018-2019 fiscal year to keep the overall budget in balance with a \$4,037 remaining surplus. Vrsek moved to increase the budgeted balance of line 101-901-970 Capital Outlay by \$14,000.00, increasing that line's budgeted balance from \$21,000.00 to \$35,000.00. Second by Davenport. A vote was taken. Aye=all, Nay=none, Absent=0. Motion carried.

**Reimbursements:** None.

**Director's Report:** The written director's report for July 2019 was reviewed. The Summer Reading Program was widely successful with well-attended events and programs, and nearly 1500 registrations (190 adults, 349 teens, 944 children).

**Evaluations & Anniversaries:** McCann informed the Board that Library Assistants Jill Brown, Aileen Clark, and Megan Rittinger; and Library Page Whitney Sutherland would all be reaching their anniversary date of hire in the month of August. No board action was required due to the wage rate adjustments in January 2019.

**Personnel / New Hires:** For the position of Maintenance Supervisor, vacated by Orv Oberle, Nicholas Hutchcraft has been hired with August 12 as his expected starting date. For the position of Administrative Assistant, vacated by Summer Powers, Kimberly Swoverland has returned. Quigley moved to approve the hiring of Kimberly Swoverland, Administrative Assistant effective July 12, 2019 at an annual salary of \$43,680 and Nicholas Hutchcraft, Maintenance Supervisor, effective August 12, 2019 at an annual salary of \$38,500. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=0. Motion carried.

**SRP Donations:** A list of all the donors and their gifts was included in the Board Packet.

**Events Calendars:** Program calendars for Adults, Teens, and Children for the month of August 2019 were included and reviewed. A schedule of computer classes was also included.

**Circulation Statistics:** Statistics for July 2019 were included and reviewed. A new pie chart graphic was also included, showing the breakdown of various types of materials checked-out in the month. It was requested for McCann to continue to provide the pie chart graphic, but printed with a larger legend.

**July 2019**

Circulation Statistics

	July
Adult Books	5880
Young Adult Books	1426
Children's Books	13699
Magazines	272
DVD	4053
Books on CD	959
Music CD	482
Realia/Objects/Equip	38
Overdrive	2402
hoopla	886
RBDigital magazines	448
In-House	4054
<b>Total</b>	<b>34599</b>

Library visits	18534
Reference questions	3158
Items withdrawn	439
New items added	776
Total holdings	109725
New cards issued	111
Total card holders	11306
Internet usage	3615
Museum/Park Pass	2
Web site visits	9945
Program attendance	2484
Fax	56
ILL lent out	2011
ILL borrowed	2966
Renewals via web	3419
In-house renewals	1242

**Committee Reports:**

The Policy Committee did not meet in the month of July.

The Finance Committee minutes from July 18, 2019 were included and reviewed.

The Facilities Committee did not meet in the month of July 2019.

**Old Business:** The LED lighting project is considered substantially complete. McCann will be discussing the meeting room renovation project with HB+M Architects in the near future. LaVoie requested to be notified when that meeting is scheduled, as he would like to possibly participate. Regarding the pathway to Library's outdoor patio, McCann expects the City to begin construction within the month of August.

**New Business:**

**Preliminary Approval of the 2019-2020 Fiscal Year Budget:** The Finance Committee completed their work on the upcoming budget and presented the 2019-2020 Fiscal Year Budget for the Board's review. Questions were answered to the Board's satisfaction. An error (transposed figures for income line items State Aid and Personal Property Tax Reimbursements – McCann will correct) was discovered. Quigley moved to give preliminary approval to the 2019-2020 fiscal year budget as presented (with the error on lines of 101-000-573 and 101-000-575 corrected). Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=0. Motion carried.


**HVAC Controls:** A proposal from contractors Fontanesi and Kahn Company was provided to the Board. The HVAC system is not operating at optimal efficiency due to the new software not being able to fully operate the temperature controls. The proposal from Fontanesi for \$10,300.00 would replace the controls and sensors. McCann is planning to speak with original control installer Mike Dillon to see if it would be possible for him to come in and open up all of the controllers. If this option is not possible, then the Board should proceed with the Fontanesi proposal. Davenport moved to give McCann the authority to determine if the Mike Dillion option is viable or not, and if not, to accept the Fontanesi and Kahn Company proposal for \$10,300.00. Second by Simpson. A vote was taken. Aye=all, Nay=None, Absent=0. Motion carried.

**Dexter Township Board of Review:** A packet of Dexter Township parcels petitioning for taxable value adjustments were available for Board review.

**Public Comment:** None.

The meeting was deemed adjourned at 9:00 p.m.

Respectfully submitted,



Barbara Davenport,  
Secretary



Kimberly Swoverland,  
Recording Secretary