

**Dexter District Library  
Board of Trustees  
Meeting Minutes**

October 7, 2019

7:00 p.m.

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

Members Absent: Cassy Korinek

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

President LaVoie called the meeting to order at 7:01 p.m.

**Election of Officers:** With the start of the new fiscal year, the slate of Board Officers is up for determination. The existing President, Vice-President, Secretary and Treasurer all expressed their willingness to serve in the same capacities for the 2019-2020 fiscal year, but Secretary Davenport proposed that Simpson would make a good Secretary if she were interested. The Trustees expressed their satisfaction with the slate of officers as proposed. Davenport moved to approve the slate of Board Officers to serve for the 2019-2020 fiscal year as follows:

President:	<u>James LaVoie</u>
Vice-President:	<u>Shelly Vrsek</u>
Secretary:	<u>Sherry Simpson</u>
Treasurer:	<u>Patricia Cousins</u>

Second by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

**Oath of Office:** As part of the start of a new fiscal year, McCann led the trustees in reciting the Oath of Public Officers.

**Approval of Agenda:** LaVoie called for additions/changes to the presented agenda. No additions were requested. Simpson moved to approve the agenda as presented. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

**Approval of Prior Minutes:** LaVoie called for review and corrections to the minutes of the September 9, 2019 Public Budget Hearing and the September 9, 2019 regular Board Meeting. No corrections were requested. Quigley moved to approve both the September 9, 2019 Budget Hearing and the September 9, 2019 regular Meeting Minutes, including the Resolution to Adopt the 2019-2020 Fiscal Year Budget Addendum, as presented. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

**Public Comment:** None.

**Friends Report:** No member of the Friends was present. McCann stated the Oct 5, 2019 Used Book Sale earned just over \$1700 for the day and foot traffic was very good due in part to Apple Daze running concurrently downtown. The Friends have reimbursed the Library for the costs to purchase the Martha Davis Memorial Sculpture, which is now residing in the Library lobby.

**Treasurer's Report:** In reviewing the list of Certificates of Deposits, some maturity date inaccuracies were discovered. McCann will correct the maturity dates so the list will be accurate at the November 2019 Board Meeting. Due to dismal interest rate offerings, The Bank of Ann Arbor CD was closed in early October and deposited into the Library's general savings account with Chelsea State Bank. The Finance Committee will discuss options for future investment vehicles for this money. McCann presented the Treasurer's report for September 2019. The paid bills for September 2019 were reviewed including the items noted on the Treasurer's Report. Palmer moved to approve the bills paid during the month of September 2019. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

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

**MCLASS:** Statements for September 2019 were provided and reviewed.

**Budget Changes:** None.

**Reimbursements:** None.

**Directors Report:** The written Director's Report for the month of September was reviewed. McCann noted the recent success with getting Lynda.com/Linked-In to listen to statewide Library concerns regarding patron data. McCann will continue to keep the Board updated. Regarding the September 19, 2019 Dexter DDA Meeting, McCann reviewed the DDA's plans for debt reduction and possible future projects.

**Evaluations & Anniversaries:** McCann informed the Board that Amy Hyde, Youth Reference Librarian would be reaching her anniversary date of hire in the month of September. No board action was required due to the wage rate adjustments in January 2019.

**New Hire:** Melissa Shaieb was hired on September 19, 2019 as part-time Library Assistant in the Circulation Department. Davenport moved to approve the hiring of Melissa Shaieb as part-time Library Assistant at \$12.02 per hour. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

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

**Circulation Statistics:** Statistics for September 2019 were included and reviewed.

<b>September 2019</b>	
Circulation Statistics	September
Adult Books	4738
Young Adult Books	719
Children's Books	8486
Magazines	241
DVD	2903
Books on CD	674
Music CD	377
Realia/Objects/Equip	35
Overdrive	2183
hoopla	848
RBDigital magazines	782
Kanopy	520
In-House	3608
<b>Total</b>	<b>26114</b>
Year end totals	335404
Per capita	17.12
Library visits	12816
Reference questions	2258
Items withdrawn	567
New items added	1052
Total holdings	110496
New cards issued	96
Total card holders	11397
Internet usage	3304
Museum/Park Pass	0
Web site visits	8925
Program attendance	1360
Fax	61
ILL lent out	1772
ILL borrowed	2524
Renewals via web	3809
In-house renewals	892

### **Committee Reports:**

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

The Finance Committee did not meet in the month of September.

The Facilities Committee did not meet in the month of September.

**Old Business:** Regarding the pathway to the Library's outdoor patio, the work has not yet begun. Soil currently being graded is for the relocation of the City's winter ice skating rink, not the pathway. For the HBM meeting room renovation/design, McCann intends to meet with staff

to solicit their input. The Board discussed space limitations and the possible redesign of the staff lounge and lockers. It was noted there does exist an area on the upper level that was constructed in such a way as to allow a future build out. McCann stated while this build-out would be possible from a construction aspect, the financial aspect would be daunting and more than fund balance would allow. McCann mentioned there may be ways to utilize existing space more efficiently, such as the current trend of patrons using their own devices with the Library's Wi-Fi, perhaps making a physical computer lab be an outdated use of space. Regarding the HVAC controls issue, Mike Dillion was able to open up the locked controller boards and Fontanesi successfully made the necessary adjustments. The HVAC system will continue to be closely monitored, but it appears to be working much more efficiently and sharing the load more equally between the two boilers.

**New Business:** McCann informed the Board the Library annual financial audit has been scheduled for October 14 and 15, 2019 and any trustee would be welcomed and encouraged to stop by to speak with the auditors.

**Committee Assignments:** As is customary for the start of a new fiscal year, the Board makes determinations for committee assignments. All trustees reported satisfaction with their prior committee assignments and desire to continue as such. It was assumed absent trustee Korinek would not have an objection continuing with her prior committee assignment, but Swoverland will touch base. Davenport stated the need for an Ad Hoc Marketing committee to be added. Quigley moved to approve the following committee assignments for the 2019-2020 fiscal year:

Facilities Committee: Cousins, LaVoie, Quigley, McCann

Finance Committee: Cousins, Davenport, Palmer, McCann

Policy Committee: Korinek (provided no objection), Simpson, Vrsek, McCann

Ad Hoc Marketing Committee: Davenport, Simpson, McCann

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

**Public Comment:** None.

The meeting was deemed adjourned at 8:58 p.m.

Respectfully submitted,



Sherry Simpson,  
Secretary



Kimberly Swoverland,  
Recording Secretary