

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

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

Members Absent: Cassy Korinek, Donna Palmer, Shelly Vrsek

Others Present: Paul McCann, Library Director
Kim Swoverland, Recording Secretary
Richard Bentley, Member of the Public

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

Approval of Agenda: LaVoie called for additions/changes to the presented agenda. No additions were requested. Davenport moved to approve the agenda as presented. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Approval of Prior Minutes: LaVoie called for review and corrections to the minutes of the October 7, 2019 regular Board Meeting. No corrections were requested. Cousins moved to approve the October 7, 2019 regular Meeting Minutes as presented. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None.

Friends Report: No member of the Friends was present. McCann stated the November 2, 2019 Used Book Sale earned just over \$1050 for the day. Their annual membership meeting will be December 10, 2019 where they will elect their officers and give their annual report.

Treasurer's Report: McCann presented the Treasurer's report for October 2019. McCann informed the Board the November 1, 2019 Bond Payment was successfully accomplished, with the next Bond payment being due in May 2020. The paid bills for October 2019 were reviewed including the items noted on the Treasurer's Report. Simpson moved to approve the bills paid during the month of October 2019. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

McCann reviewed the preliminary/draft statements of operations for September and October 2019 for both 101 General Operations and 301 Debt Services. Final versions of September will be available after the auditors have made their adjusting journal entries.

MCLASS: Statements for October 2019 were provided and reviewed.

Budget Changes: None.

Reimbursements: None.

Directors Report: The written Director's Report for the month of October was reviewed.

Circulation Statistics: Statistics for October 2019 were included and reviewed.

October 2019	
Circulation Statistics	October
Adult Books	4983
Young Adult Books	646
Children's Books	8971
Magazines	225
DVD	3272
Books on CD	683
Music CD	386
Realia/Objects/Equip	42
Overdrive	2110
hoopla	830
RBDigital magazines	588
Kanopy	409
In-House	3864
Total	27009
Library visits	14570
Reference questions	2328
Items withdrawn	274
New items added	973
Total holdings	111457
New cards issued	96
Total card holders	11496
Internet usage	3831
Museum/Park Pass	1
Web site visits	9016
Program attendance	2122
Fax	54
ILL lent out	1730
ILL borrowed	2855
Renewals via web	3864
In-house renewals	905

Evaluations & Anniversaries: McCann informed the Board that Library Assistants Ann Smart and Jane Anderson would be reaching their anniversary date of hire in the month of November. No board action was required due to the wage rate adjustments in January 2019.

Personnel Changes:

Ruth Jansen was hired on October 8, 2019 as part-time Reference Librarian in the Youth Department. Quigley moved to approve the hiring of Ruth Jansen as part-time Reference Librarian at \$18.25 per hour. Second by Simpson. A vote was taken. Aye=all, nay=none, absent=3. Motion carried. Recent resignations include Library Assistant Sara Harrison Mast, Library Page Megan Mayra, and Adult Reference Librarian Kerstin Finsness.

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.

Committee Reports:

The Policy Committee did not meet in the month of October.
The Finance Committee minutes from October 31, 2019 were included and reviewed.
The Facilities Committee minutes from October 30, 2019 were included and reviewed.

Old Business:

Regarding the lower level meeting room renovation project, the Board would appreciate a recommendation from the Facilities Committee, but would still like to see the options, perhaps at the December 2019 or January 2020 Regular Board Meeting. The handicap accessible pathway to the Library's terrace is in. The HVAC controls project is nearing completion. McCann reported there are no new developments with the Lynda/LinkedIn Learning issue. The Library's Annual Audit Report will be presented to the Board at the December 2019 Regular Board Meeting.

New Business:

McCann presented the 2020 Board of Trustees Meeting Dates Schedule for review. The Board was in consensus to hold the September Board Meeting on the Monday prior to Labor Day, August 31, 2020. Simpson moved to approve the 2020 Board of Trustees Meeting Dates Schedule as amended. Second by Cousins. A vote was taken. Aye=all, Nay=none, Absent=3. Motion carried.

McCann presented the 2020 Library Closing Schedule for review. The Board was in agreement to include Sunday, July 5 to the schedule. Quigley moved to approve the 2020 Library Closing Schedule as presented. Second by Davenport. A vote was taken. Aye=all, Nay=none, Absent=3. Motion carried.

McCann presented the 2020 Staff Paid Holiday Schedule for review. The Board had no changes to the presented schedule. Quigley moved to approve the 2020 Staff Paid Holiday Schedule as presented. A vote was taken. Aye=all, Nay=none, Absent=3. Motion carried.

Public Comment: None.

Other Board Member Comments: LaVoie shared the Officers of the Board had a recent discussion regarding Library management-level positions and being prepared for the eventual succession of the Library Director position. The Officers are planning to continue to discuss and will keep the full Board informed of the direction they would like to take to ensure the Library has adequate leadership.

The meeting was deemed adjourned at 8:34 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Sherry Simpson', with a long horizontal flourish extending to the right.

Sherry Simpson,
Secretary

A handwritten signature in blue ink, appearing to be 'Kimberly Swoverland', with a long horizontal flourish extending to the right.

Kimberly Swoverland,
Recording Secretary