

Dexter District Library
Board of Trustees
Meeting Minutes
December 2, 2019
7:00 p.m.

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

Members Absent: Donna Palmer

Others Present: Bill Tucker, Auditor from Maner-Costerisan CPAs
Mary Tobin, Treasurer of the Friends
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. Simpson moved to approve the agenda as presented. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

LaVoie called for corrections to the minutes of the November 4, 2019 regular Board Meeting. No corrections were requested. Davenport moved to approve the minutes from the November 4, 2019 regular Board Meeting as presented. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

LaVoie introduced and welcomed Bill Tucker from the Library's Auditing Firm, Maner-Costerisan. Tucker reviewed the 2018-2019 Audit Report and highlighted the fact they have no concerns for the Library's financial practices, nor any concerns for the Library's overall financial health. Questions from the Board members were asked, and answered to their satisfaction. The Board thanked Tucker for his time and he excused himself from the meeting at 7:25 p.m.

Friends of the Library Report: LaVoie introduced and welcomed Mary Tobin, Treasurer of the Friends of the DDL. A written summary of Friends' activities, accomplishments, sponsorships, and financial status was provided. The next Friends Used Book Sale is scheduled for December 7, 2019 and the Friends Annual Meeting will take place on December 10, 2019. The Board expressed their appreciation for the Friends' time and efforts and Tobin excused herself from the meeting at 7:45 p.m.

Treasurer's Report: McCann presented the Treasurer's report for November 2019. Balance Sheets and Statements of Operation were provided for the month of November 2019 for both 101 General Operations and 301 Debt Service. The paid bills for November 2019 were reviewed. Simpson moved to approve the bills paid during the month of November 2019. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

MCLASS: Statements for November 2019 were provided and reviewed.

Budget Changes: None.

Reimbursements: None.

Director's Report: The written director's report for November 2019 was reviewed.

Circulation Statistics: Statistics for November 2019 include:

| November 2019 | |
|------------------------|--------------|
| Circulation Statistics | November |
| Adult Books | 4488 |
| Young Adult Books | 835 |
| Children's Books | 8204 |
| Magazines | 134 |
| DVD | 3090 |
| Books on CD | 666 |
| Music CD | 363 |
| Realia/Objects/Equip | 7 |
| Overdrive | 2198 |
| hoopla | 856 |
| RBDigital magazines | 676 |
| Kanopy | 375 |
| Renewals via web | 3857 |
| In-House | 2632 |
| Total | 28381 |
| Library visits | 11475 |
| Reference questions | 2094 |
| Items withdrawn | 570 |
| New items added | 850 |
| Total holdings | 111544 |
| New cards issued | 54 |
| Total card holders | 11542 |
| Internet usage | 3479 |
| Museum/Park Pass | 3 |
| Web site visits | 8579 |
| Program attendance | 1758 |
| Fax | 41 |
| ILL lent out | 1430 |
| ILL borrowed | 2661 |
| In-house renewals | 689 |

Personnel: McCann informed the Board that Scott Wright, Technology Librarian would be reaching his anniversary date of hire in the month of December. No board action was required due to the January 2019 wage rate adjustment schedule. McCann intends to distribute the Director's evaluation materials to the Trustees within the coming weeks.

Committee Reports:

Policy Committee did not meet in the month of November
Finance Committee meeting minutes from November 21, 2019 were included and reviewed.
Facilities Committee meeting minutes from November 22, 2019 were included and reviewed.

Old Business: McCann requested Board action regarding the Finance Committee's recommendation to move money from the general savings account at Chelsea State Bank to the Library's Michigan CLASS account for the purpose of earning a higher interest rate while keeping the funds liquid. Cousins moved to direct McCann to wire transfer \$500,000 from CSB to MCLASS. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Regarding the options for the lower level meeting room renovations, the Board discussed at length and suggested for HB+M architects to give a cost estimate for the 2nd level addition that was planned for during the original construction. McCann will follow up with the architects and report back.

New Business: The Michigan Municipal League Insurance renewal was provided for the Board's review. McCann will be meeting with insurance representative Judy Thompson-Torosian this week. McCann requested Board input for a recent request for a local community event sponsorship. Board consensus was for sponsorship requests to be forwarded to the Friends of the Library for their consideration.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was adjourned by Board consensus at 9:09 p.m.

Respectfully submitted,



Sherry Simpson,
Secretary



Kimberly Swoverland,
Recording Secretary