



Dexter District Library Board of Trustees
Meeting Minutes
January 6, 2020
7:00 p.m.

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

Members Absent: Donna Palmer, Rosemary Quigley

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

President LaVoie called the meeting to order at 7:05 p.m.

LaVoie called for additions/changes to the presented agenda. Simpson moved to approve the agenda as presented. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

LaVoie called for corrections to the minutes of the December 2, 2019 regular Board Meeting. No corrections were requested. Vrsek moved to approve the minutes from the December 2, 2019 regular Board Meeting as presented. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the Friends most recent Used Book Sale was Jan 4, 2020 and brought in approximately \$1,150.00 for the day. The next Friends Used Book Sale is scheduled for February 1, 2020. On December 10, 2019 the Friends had their Annual Meeting at which Kevin Vrsek was named the new President, and Kantha Gardner named the new Vice-President. The next Friends meeting will be January 28, 2020 at 7:00 p.m. in the Library's lower level. Long-time Friends Volunteer Sherri Munson is stepping down from her book-sorting / book sale duties.

Treasurer's Report: McCann presented the Treasurer's report for December 2019. Balance Sheets and Statements of Operation were provided for the months of November and December 2019 for both 101 General Operations and 301 Debt Service. The paid bills for December 2019 were reviewed. Vrsek moved to approve the bills paid during the month of December 2019. Second by Korinek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Michigan CLASS: Statements for December 2019 were provided and reviewed. McCann informed the Board an additional \$500,000 was wire transferred into Michigan CLASS per the Board's direction, on Jan 6, 2020.

Budget Changes: None.

Reimbursements: None.

2020 Wage Rate Adjustments: At the direction of the auditors, McCann presented the staff wage rate adjustments to be effective with the January 17, 2020 payroll. These adjustments were included within the budgeting process for the 2019-2020 fiscal year. It was noted that newly hired employees would see their wage rate increase take effect when they reach 1 year of employment. Cousins moved to accept the January 2020 Wage Rate Adjustments as presented. Second by Davenport. A vote was taken. Aye=all, Nay=none, Absent=2. Motion carried.

Director's Report: The written director's report for December 2019 was reviewed. McCann informed the Board he successfully negotiated a new 5-year contract with Schindler Elevator.

Circulation Statistics: Statistics for December 2019 include:

| December 2019 | |
|------------------------|--------------|
| Circulation Statistics | December |
| Adult Books | 4329 |
| Young Adult Books | 689 |
| Children's Books | 6411 |
| Magazines | 163 |
| DVD | 3174 |
| Books on CD | 567 |
| Music CD | 401 |
| Realia/Objects/Equip | 12 |
| Overdrive | 2228 |
| hoopla | 893 |
| RBDigital magazines | 385 |
| Kanopy | 346 |
| Renewals via web | 3641 |
| In-House | 3513 |
| Total | 26752 |
| Library visits | 10631 |
| Reference questions | 1759 |
| Items withdrawn | 857 |
| New items added | 785 |
| Total holdings | 111851 |
| New cards issued | 43 |
| Total card holders | 11370 |
| Internet usage | 2794 |
| Museum/Park Pass | 0 |
| Web site visits | 8271 |
| Program attendance | 2062 |
| Fax | 60 |
| ILL lent out | 1539 |
| ILL borrowed | 2542 |
| In-house renewals | 612 |

Personnel: McCann informed the Board that Mollie Hall, Youth Reference Librarian, Cathy Jurich, Head of Youth Services, and Lisa Ryan, Head of Adult Services would all be reaching their anniversary date of hire in the month of January. No board action was required due to the January 2020 wage rate adjustment schedule.

Committee Reports: There were no committee meetings in the month of December 2019

Old Business: Regarding the lower level meeting room renovations / possible 2nd floor addition, McCann has requested a ball-park cost estimate from HB+M architects, but is thinking the figure would be at a level that might require bonding. McCann will report the estimate once it has been received. For the HVAC controls issue, McCann and Hutchcraft will be working in the coming months to determine the best way to move forward with control circuit board replacement. Currently the system is set in such a way to avoid another internal freeze.

New Business: None.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:23 p.m.

Respectfully submitted,



Sherry Simpson,
Secretary



Kimberly Swoverland,
Recording Secretary