

Dexter District Library
Board of Trustees
Meeting Minutes
June 5, 2017
7:00 p.m.

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

Members Absent: Mike DeAngelo, Cassy Korinek

Others Present: Paul McCann, Library Director
Summer Powers, Recording Secretary
Kimberly Swoverland, Outgoing Recording Secretary

President LaVoie called the meeting to order at 7:02 pm.

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

LaVoie called for corrections to the minutes of the May 1, 2017 Regular Board Meeting. McCann noted the statistical chart for April was omitted from the minutes in the Board packet. This will be added to the final minutes. Cousins moved to approve the minutes from the May 1, 2017 regular Board Meeting as amended. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Friends Report: McCann informed the Board that the last Friends of the Library Used Book Sale earned slightly more than \$1,350 for the day. The Friends are considering making an additional donation to the Library for the garden terrace project. McCann reported that the Friends are seeking a new Treasurer.

Treasurer's Report: McCann presented the Treasurer's report for May 2017. Balance Sheets and Statements of Operations were provided for the months of May (Draft) and April (Final) 2017. The paid bills for May 2017 were reviewed, including the items noted on the Treasurer's Report. Davenport moved to approve the bills paid during the month of May 2017. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Reimbursements: None.

Budget Changes: None.

Director's Report: The written director's report for May 2017 was reviewed.

Circulation Statistics: Statistics for May 2017 include:

May 2017	
Circulation Statistics	
	May
Adult Books	5646
Young Adult Books	1297
Children's Books	9831
Magazines	221
DVD	4680
Books on CD	1086
Music CD	1172
Realia/Objects/Equip	236
Overdrive	1590
Zinio	300
ILL lent out	3157
ILL borrowed	3917
Renewals Workflows	902
Renewals via web	4754
Total	38789
In-house use	1625
Library visits	14234
Reference questions	2312
Items withdrawn	707
New items added	1145
Total holdings	111532
New cards issued	78
Total card holders	11888
Internet usage	4258
Museum/Park Pass	1
Web site visits	8792
Program attendance	1424
Fax	72

Personnel: McCann informed the Board that Lisa Ryan, Head of Adult Services, had her anniversary of hire date on June 1. No board action was required due to the wage rate adjustment schedule accomplished in January 2017.

New Hires: Recent hires include Summer Powers, Administrative Assistant; Megan Mayra, Library Page; and Shannon O'Connor, Library Page. Quigley moved to approve the hiring of Summer Powers, full-time Administrative Assistant, at the starting salary of \$34,000; Megan Mayra and Shannon O'Connor, part-time Library Pages, at the starting wage of \$8.90 per hour. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

TLN Updates: McCann reviewed recent updates within the cooperative, including entering into contract negotiations for a new catalog circulation system and a concentrated effort on database cleanup.

Events Calendars: Program calendars for June 2017 were included in the Board Packet, as well as materials for the 2017 Summer Reading Program.

Committee Reports:

The Policy Committee Meeting minutes from May 11, 2017 were included and reviewed.
The Finance Committee Meeting minutes from May 18, 2017 were included and reviewed.
The Facilities Committee Meeting minutes from May 24, 2017 were included and reviewed.

Old Business: McCann reviewed the progress of the park side landscaping project. The strategic plan update will be delivered in the August Board meeting. The Board did a second reading of the Beverage Policy, which will allow covered beverages. Quigley moved to approve the Beverage Policy. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

New Business: The Board reviewed the proposed changes to the benefits waiting period. The changes would remove the 90-day waiting period before a full-time employee is eligible for health benefits and holiday pay. Cousins moved to approve the proposed changes to the benefits waiting period. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

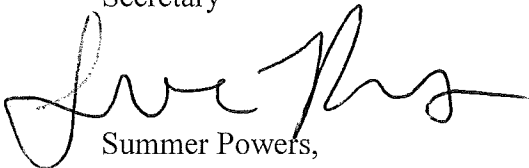
Board Member Comments: None.

Having reached the end of the agenda, the meeting was deemed adjourned at 8:58 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers,
Recording Secretary