

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

Members Present: Pat Cousins, Barbara Davenport, Shelly Vrsek
Donna Palmer, Cassy Korinek, and Sherry Simpson

Members Absent: James LaVoie and Rosemary Quigley

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

Vrsek called the meeting to order at 7:08 pm.

Vrsek called for the approval of the February Board Meeting agenda. Davenport motioned to approve the February 4, 2019 Board Meeting agenda. Seconded by Simpson. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

Vrsek called for the approval of the January 2019 Board meeting minutes. Simpson motioned to approve the January 2019 Board meeting minutes. Seconded by Korinek. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

Public Comment: None.

Friends Report: The Board reviewed the Friends Treasurer's Report from December 31, 2018.

Treasurer's Report: The Board reviewed the written Treasurer's Report for February 2019.

The Board reviewed the final Balance Sheets for December 2018 and the draft Balance Sheets for January 2019. Palmer motioned to approve the bills paid during January 2019. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

Budget Changes: None.

Reimbursements: None.

Director's Report: The Board reviewed the written Director's Report for January 2019.

Personnel: Anniversaries include Kerstin Finsness, Adult Reference Librarian. No Board action was required due to the pay rate increase approved in January 2019.

Event calendars for Youth, Teen, and Adult programs in February 2019 were included at the end of the packet.

Circulation statistics for January 2019 were presented.

January 2019	
Circulation Statistics	
	January
Adult Books	5330
Young Adult Books	847
Children's Books	8461
Magazines	158
DVD	4476
Books on CD	794
Music CD	623
Realia/Objects/Equip	11
Overdrive	2280
hoopla	770
RBDigital magazines	697
In-House	3836
Total	28283
Library visits	13279
Reference questions	2531
Items withdrawn	676
New items added	1174
Total holdings	113976
New cards issued	84
Total card holders	12136
Internet usage	4006
Museum/Park Pass	4
Web site visits	10820
Program attendance	1809
Fax	83
ILL lent out	1763
ILL borrowed	3428
Renewals via web	4115
In-house renewals	862

Committee Reports:

The Board reviewed the Facilities Committee minutes from the January 23, 2019 meeting.
 The Board reviewed the Finance Committee minutes from the January 17, 2019 meeting.
 The Policy Committee did not meet in January.

Old Business:

The Board discussed the progress with the LED lighting project. McCann informed the Board of the 3000K lamp, which provides a softer light. As noted at the Facilities Committee, the quality of light is very similar to the current florescent bulbs. McCann and Oberle found a different

supplier as Madison Electric was of little help identifying a 3000K lamp. The Board discussed the method of how lights would be replaced and details of costs including shipping.

The Board discussed the progress with HVAC controls replacement. Staff from Fontanesi worked on the software system during the day of Monday, February 4, 2019. Fontanesi had stopped work the previous week because of extreme cold weather, and the HVAC was set to run continuously, 24 hours to maintain the temperature in the building during the day.

New Business:

The Board discussed Michigan CLASS, the Michigan Cooperative Liquid Assets Securities System. A full description of the institution was included in the Director's Report, and materials from Michigan CLASS were included in the Board packet, including the authorizing resolution for the participation agreement. The full participation agreement had been sent to Board members via e-mail one week prior to the Board meeting. The Library had sent their investment policy, and Michigan CLASS had reviewed, signed and sent it back. The topic would be discussed further at the March meeting, when the Board President would be present.

The Board reviewed a design proposal from HBM architects for lower level meeting room renovations. The Board discussed the scope of the project, which would be limited to the lower level meeting rooms and adjacent spaces. Simpson moved to approve the design proposal from HBM architects. Seconded by Palmer. 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 Board adjourned at 9:06 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers,
Recording Secretary