

Dexter District Library
Board of Trustees
Meeting Minutes
May 6, 2019
7:00 p.m.

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

Members Absent: Donna Palmer

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

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

LaVoie called for the approval of the May Board Meeting agenda. Davenport motioned to approve the May 6, 2019 Board Meeting agenda. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

LaVoie called for the approval of the April 1, 2019 Board meeting minutes. Simpson motioned to approve the April 1, 2019 Board meeting minutes. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=2. Motion carried.

Public Comment: None.

Friends Report: McCann presented the Friends report from April 2019. The sales total was \$1,501.85, which was 20% higher than April 2018. McCann presented the Friends report from May 2019. The sales total was \$1513.30, which was almost 20% higher than the May 2018 book sale.

Korinek entered at 7:11 pm, after discussion of the Friends Report.

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

The Board discussed the May 2019 bond payment. Huntington Bank confirmed receipt of payment.

The Board discussed the upcoming retirement of the Library's bookkeeper, Vanessa Campbell. The Library's contract with Shayna Accounting would end with her retirement. The Library had received bookkeeper referrals from Campbell, Board member Donna Palmer, and Shayna Accounting. The Board discussed how to proceed; benefits of independent contractors or and firms were discussed. The Board discussed whether to start an RFP. The Board suggested pursuing referrals rather than a RFP because of time constraints. The Board suggested appealing to neighboring libraries about their bookkeeping services.

The Board discussed the bills paid during April 2019. Simpson motioned to approve the bills paid during April 2019. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1.

Motion carried. The Board reviewed the final Balance Sheets for March 2019 and the draft Balance Sheets for April 2019.

The Board discussed the Library's account with Michigan CLASS. McCann explained that there had been no onboarding or training for using the account.

Budget Changes: None.

Reimbursements: None.

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

The Board discussed issues within The Library Network and the Shared System: non-resident patron verification, libraries moving to a fine free model, and the potential for automatic renewal of items.

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

Circulation statistics for April 2019 were presented:

April 2019	
Circulation Statistics	
	April
Adult Books	4990
Young Adult Books	899
Children's Books	8833
Magazines	153
DVD	3722
Books on CD	874
Music CD	450
Realia/Objects/Equip	536
Overdrive	2118
hoopla	723
RBDigital magazines	701
In-House	3897
Total	27896
Library visits	14504
Reference questions	2573
Items withdrawn	1058
New items added	1021
Total holdings	113745
New cards issued	72
Total card holders	11494
Internet usage	3536
Museum/Park Pass	1
Web site visits	9324
Program attendance	1764
Fax	58
ILL lent out	1615
ILL borrowed	3082
Renewals via web	4029
In-house renewals	880

Personnel:

Resignations include: Nicole Sype, Children's Reference Librarian. The Board discussed the upcoming retirement of Orv Oberle, Maintenance Supervisor. A written resignation is pending from Oberle.

Anniversaries include Amy Johnson, Adult Reference Librarian; Sandy Colson, Library Assistant; Summer Powers, Administrative Assistant; and Megan Mayra, Library Page. Board action was not required for Johnson, Colson, or Mayra, due to the January 2019 wage rate adjustment. Cousins moved to approve a 3% salary increase for Powers. Seconded by Quigley. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

New hires include Olivia Fitzgerald, Library Page. Simpson motioned to approve the hire of Olivia Fitzgerald starting at \$9.45. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=1. Motion carried.

Committee Reports:

The Board reviewed the Facilities Committee minutes from the April 24, 2019 meeting. The Board reviewed the Finance Committee minutes from the April 18, 2019 meeting. The Board reviewed the Policy Committee minutes from the April 11, 2019 meeting.

Old Business:

The Board discussed the LED lighting project. The parking lot, 1st floor, and lower level had been completed. Progress had been made on the 2nd floor. The DTE bill had gone down after light replacements

The Facilities Committee would discuss the meeting room renovation/ design plans and communications with HBM prior to discussion with the Board. Staff input would be collected as well.

New Business: The Board discussed the revised FOIA policy, which had been e-mailed to all Board members prior to the Board meeting. The Policy Committee is recommending the adoption of the complete revised FOIA policy, provided by the Library's attorney, Anne Seurnyck of Foster Swift. The substantive changes to the procedures revolves around charges for fulfilling requests. The Board discussed how appeals function within the policy, and how requests are granted or denied. Quigley moved to adopt the "Resolution to Approve FOIA Procedures and Guidelines, A Written Public Summary and Detailed Itemization." Seconded by Cousins. A roll call was taken by Davenport. Yea votes were Cousins, Korinek, Quigley, Simpson, Vrsek, LaVoie, and Davenport. There were no nay votes. Donna Palmer was absent. Motioned carried. Complete resolution is appended to these minutes.

Public Comment: None.

Board Member Comments: The Board discussed the Youth calendar for May, and a specific date of a school opening that caused a morning program to be canceled and rescheduled. The Board discussed the issue of bicyclists parking in the Library parking lot and using the B2B trail.

Having reached the end of the agenda, the Board adjourned at 8:50 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Summer Powers,
Recording Secretary

DEXTER DISTRICT LIBRARY

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Library Board of the Dexter District Library ("Library"), Washtenaw County, Michigan, held at the Library on the 6th day of MAY, 2019 at 7:60 p.m.

PRESENT: QUIGLEY, KORINEK, DAVENPORT, VRSEK,

COUSINS, SIMPSON, LAVOIE

ABSENT: PALMER

The following Resolution was offered by QUIGLEY and seconded by COUSINS.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a Detailed Itemization;

WHEREAS, pursuant to 2018 PA 523 ("Act 523"), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedures and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to approve amendments to the Procedures and Guidelines, Written Public Summary and Detailed Itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

