

Dexter District Library
Board of Trustees
Meeting Minutes
July 1, 2019
7:00 p.m.

Members Present: Pat Cousins, Donna Palmer, James LaVoie, Sherry Simpson, Shelly Vrsek

Members Absent: Cassy Korinek, Rosemary Quigley, Barbara Davenport

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

LaVoie called the meeting to order at 7:03 pm.

LaVoie called for the approval of the July Board Meeting agenda. Palmer motioned to approve the July 1, 2019 Board Meeting agenda. Seconded by Simpson. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

LaVoie called for the approval of the June 3, 2019 Board meeting minutes. Simpson motioned to approve the June 3, 2019 Board meeting minutes. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Public Comment: None.

Friends Report: McCann presented the Friends of the Library Report. There will be no book sale in July. The Friends discussed the payment for the statue for the Martha Davis memorial at the June meeting. The Friends have \$3,700 in donations account for the statue. The total cost for the statue was \$4,880 with the Friends and the Library splitting the remaining \$1,180. The statue would be kept in its current location in the Library lobby. The graffiti that had been discovered last month created concerns from the Davis family about the statue being damaged, and it was decided to keep it inside. Cousins motioned to approve the Library providing 50% of the remaining cost of the statue. Seconded by Vrsek. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

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

The Board discussed the Library's Michigan CLASS account. The Michigan CLASS fund amount would need to be updated in Quickbooks.

The Board discussed the bills paid during June 2019. Simpson motioned to approve the bills paid during June 2019. Seconded by Palmer. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried. The Board reviewed the final Balance Sheets for May 2019 and the draft Balance Sheets for June 2019.

The Board discussed the bookkeeping transition. McCann conducted several interviews, and a firm was decided upon: WSR, CPA. Vrsek motioned to approve the WSR, CPA contract. Seconded by Cousins. A vote was taken. Aye=all, nay=none. Absent=3. Motion carried.

Budget Changes: None.

Reimbursements: None.

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

Circulation for June 2019 statistics were provided at the meeting due to month end:

June 2019

Circulation Statistics

	June
Adult Books	5445
Young Adult Books	1294
Children's Books	12573
Magazines	147
DVD	3729
Books on CD	816
Music CD	524
Realia/Objects/Equip	57
Overdrive	2242
hoopla	829
RBDigital magazines	591
In-House	4778
Total	33025

Library visits	18323
Reference questions	3141
Items withdrawn	487
New items added	1109
Total holdings	109682
New cards issued	146
Total card holders	11346
Internet usage	3383
Museum/Park Pass	7
Web site visits	9717
Program attendance	6452
Fax	53
ILL lent out	1683
ILL borrowed	2783
Renewals via web	3436
In-house renewals	983

Event calendars for June 2019 and Summer Reading Program 2019 materials for Youth, Teen, and Adult programs were included at the end of the packet.

The Board discussed issues with the HVAC controls and communications with O'Neal.

The Finance Committee is working on the budget for 2019-20. The preliminary draft of the budget should be ready for the August 2019 Board meeting.

The Board discussed Maintenance Supervisor interviews. There were two candidates being considered.

Personnel:

Resignations: Summer Powers, Administrative Assistant, and Jane Hamilton, Library Assistant.

Due to workload, no Director's Evaluation was drafted by the Library Director and presented to the Board for this year. It was suggested for the Board to consider creating an Assistant Director or Financial Manager position. It was also suggested an Ad Hoc Committee of Board Officers could convene for this purpose, with recommendations from the Director as to the scope of these potential positions.

Anniversaries include Orv Oberle, Maintenance Supervisor; Nan Stoll, Library Assistant; Sara Harrison-Mast, Library Assistant; and Anna Withrow, Library Page. Board action was not required due to the January 2019 wage rate adjustment.

Committee Reports:

The Facilities Committee did not meet in June 2019.

The Board reviewed the Finance Committee minutes from the June 20, 2019 meeting.

The Policy Committee did not meet in June 2019.

The Board discussed an issue in the Finance Committee minutes related to removing fines.

Old Business:

The Board discussed the progress of the LED lighting project. Oberle had recommended replacing the can lights in the meeting room with dimmable LED lights due to the volume of use. Oberle would complete much of the project before retiring. McCann had offered to give the old fluorescent tubes to other libraries within TLN, through interlibrary loan. Eleven cases had already been claimed. There were 5 or 6 cases left.

The Board discussed the progress of working with HBM on plans for meeting room renovations. Another meeting would be setup soon with the staff.

New Business: None.

Public Comment: None.

Board Member Comments: The Board discussed the August meeting, which would be the preliminary approval for the 2019-20 budget. The budget would be made available to the public during the month of August.

Having reached the end of the agenda, the Board adjourned at 8:31 pm.

Respectfully submitted,



Shelly Vrsek
Acting Secretary