

Dexter District Library
Board of Trustees
Meeting Minutes
September 9, 2019
7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, Cassy Korinek, James LaVoie,
Donna Palmer, Sherry Simpson, Rosemary Quigley

Members Absent: Shelly Vrsek

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

President LaVoie called the meeting to order at 7:00 p.m.

LaVoie called for additions/changes to the presented agenda. No additions were requested. Cousins moved to approve the agenda as presented. Second by Simpson. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

LaVoie called for corrections to the minutes of the July 1, 2019 and August 5, 2019 Regular Board Meetings. No corrections were requested. Simpson moved to approve both the July 1, 2019 and August 5, 2019 regular Meeting Minutes as presented. Second by Korinek. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

Friends Report: No member of the Friends was present. McCann relayed the information that the Friends of the Library Dexter Daze Sale earned approximately \$3,800.00 at the August Dexter Daze Book Sale.

Treasurer's Report: McCann presented the Treasurer's report for August 2019. The paid bills for August 2019 were reviewed including the items noted on the Treasurer's Report. Quigley moved to approve the bills paid during the month of August 2019. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

McCann reviewed the preliminary/draft statements of operations for August 2019 for both 101 General Operations and 301 Debt Services. Final statements for July 2019 were included and reviewed.

MCLASS: Statements for August 2019 were provided and reviewed.

Budget Changes: In order to keep the 2018-2019 fiscal year budget in balance, some budget changes were necessary. The changes will create an overall budget of expenditures over income, and are a conscious use of fund balance for building repairs, plans for the future, and settling unanticipated tax refunds. Davenport moved to approve the following changes to the 2018 – 2019 Budget, for a total allocation amount of \$32,500 from Fund Balance:

- 101-790-801 Professional Services increase by \$11,000.00, bringing that line's budgeted balance from \$17,400.00 to \$28,400.00
- 101-790-932 Building Repair increase by \$16,000.00, bringing that line's budgeted balance from \$9,000.00 to \$25,000.00
- 101-790-958 SEV Adjustments increase by \$5,500.00, bringing that line's budgeted balance from \$3,000.00 to \$8,500.00

Seconded by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Reimbursements: None.

Directors Report: The written Director's Report for the month of August was reviewed. McCann discussed his opposition to Linked-In using patron personal information for the Lynda.com electronic resource. McCann also explained 2 new electronic resources now available for Library cardholders: Kanopy (on-demand movie streaming) and Creativebug (online arts & crafts video classes).

Evaluations & Anniversaries: McCann informed the Board that Library Assistant Susan Kidd, Youth Reference Librarian Kathy Ratliff; and Circulation Supervisor Mary Graulich would all be reaching their anniversary date of hire in the month of September. No board action was required due to the wage rate adjustments in January 2019.

Wi-Fi Access Point Replacement: McCann explained the Library has multiple Wi-Fi access points throughout the building, and at more than 10 years old, they are nearing their life's end. At least one has completely stopped functioning. A quote from TLN was provided to the Board, giving details on equipment and installation costs. Cousins moved to authorize McCann to accept the quoted project price from TLN for the purchase and installation of 10 Wi-Fi Access Point Devices with 5-year cloud support at a total cost of \$14,300.00. Seconded by Simpson. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Events Calendars: Program calendars for Adults, Teens, and Children for the month of September 2019 were included and reviewed. A schedule of computer classes was also included.

Circulation Statistics: Statistics for August 2019 were included and reviewed.

August 2019	
Circulation Statistics	August
	5631
Adult Books	1025
Young Adult Books	10034
Children's Books	214
Magazines	3696
DVD	777
Books on CD	489
Music CD	0
Realia/Objects/Equip	2467
Overdrive	869
hoopla	649
RBDigital magazines	12
Kanopy	4261
In-House	30124
Total	
Library visits	17522
Reference questions	2513
Items withdrawn	880
New items added	1265
Total holdings	110603
New cards issued	105
Total card holders	11310
Internet usage	3453
Museum/Park Pass	11
Web site visits	8196
Program attendance	615
Fax	21
ILL lent out	1888
ILL borrowed	2939
Renewals via web	4303
In-house renewals	1005

Committee Reports:

The Policy Committee did not meet in the month of August.

The Finance Committee did not meet in the month of August.

The Facilities Committee meeting from August 28, 2019 was included and reviewed.

Old Business:

Adoption of the 2019 – 2020 Budget:

McCann informed the Board the proposed budget for the 2019-2020 fiscal year was made available to the public for the month of August and first part of September. Public Notices of the budget hearing date and time was published in the Sun Times News on 8/21/19 and again on 8/28/19. The notice also appeared on the Library's LCD screens and website from August 12, 2019 to September 9, 2019. The public hearing was held at 6:30 pm on September 9, 2019. No members of the public attended. Quigley offered the Resolution to Adopt the Budget for General Operations and Debt Service for the 2019-2020 fiscal year as presented. Second by Palmer. A roll call vote was taken. Cousins=aye, Davenport=aye, Koriney=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Quigley=aye, Vrsek=absent, Nay=none. Motion carried. See addendum for full text of the Resolution.

Approval of the 2018 L-4029 Millage Rate Request Forms:

Simpson moved to approve the 2019 L-4029 Millage Rate Request Forms for both Washtenaw and Livingston Counties as presented. Seconded by Palmer. A vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Old Business Continued: Regarding the pathway to Library's outdoor patio, the work has not yet begun, but McCann's understanding is the City has contracted with Romine Construction and the work was expected to begin in August. McCann will follow up with the City. For the HBM meeting room renovation/design, McCann intends to meet with staff in the coming month to solicit their input. Regarding the HVAC controls issue, Mike Dillion believes he can open up the locked controller boards so Fontanesi can make the necessary adjustments. McCann will be requesting a quoted price from Dillion before any work begins.

New Business: None.

Public Comment: None.

The meeting was deemed adjourned at 8:30 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland
Recording Secretary

**BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET
(GENERAL APPROPRIATIONS ACT)**

At the regular meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 9th day of September, 2019, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members Cousins, Davenport, Korinek, LeVoie, Palmer, Quigley, Simpson

ABSENT: Members Vrsek

The following preamble and resolution were offered by Member Quigley and supported by Member Palmer:

WHEREAS, the District Library is established under the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds;

WHEREAS, the District Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the District Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the October 1, 2019 to September 30, 2020 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This resolution shall be known as the Dexter District Library General Appropriations Act.

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation (The Sun Times News) on August 21 and August 28, 2019, and a public hearing on the proposed budget was held on September 9, 2019.

Section 5: Estimated Revenues

Estimated library Operational Fund revenues for the fiscal year October 1, 2019 to September 30, 2020, including a voter-authorized millage of 1.1037 mills, and various miscellaneous revenues shall total \$1,644,325. The Library shall also levy an additional 0.41 mills for debt service, generating an additional \$575,770.

Section 6: Millage Levy

The Dexter District Library Board shall levy and collect the general property tax on all real and personal property within the Dexter District Library district upon the current tax roll an amount equal to 1.5137 mills as authorized under state law and approved by the electorate. The purpose of such millage levy is for all district library purposes authorized by law.

Section 7: Estimated Expenditures

Estimated library fund expenditures for fiscal year October 1, 2019 to September 30, 2020 for the various library activities (line-items) are as follows: \$1,612,210 for operational purposes and \$586,886 for debt service.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Dexter District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act (See attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Board of Trustees of the Dexter District Library adopts the fiscal year library fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend Library funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 9(a): Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$5,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

Section 15: Board Adoption

Motion made by Quigley, seconded by Palmer to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Cousins, Palmer, LaVoie, Simpson, Korinek, Quigley, Davenport. The following voted nay: None. The President declared the motion carried and the resolution duly adopted on the 9th day of September 2019.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Dexter District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a special meeting held on the 9th day of September, 2019 at 8:05 p.m.



Secretary

Dexter District Library
Exhibit A
Official Budget 2019-20

General Operating

Millage income Revenue	\$1,507,325
Other Income	\$49,600
Other Misc Revenue	\$60,400
Penal Fines Revenue	\$27,000
Total	\$1,644,325

Operating Expense

Library Materials	\$300,000
Capital Outlay	\$21,000
General Operations	\$313,350
Wages and Benefits	\$977,860
Total	\$1,612,210

Debt Service

Debt Income	\$575,770
Debt Expense	\$586,886
Total*	-\$11,116

*Excess expenditures over revenue are being adopted to reduce the fund balance in the debt service account