

**Dexter District Library
Board of Trustees
Meeting Minutes
May 3, 2010
7:30 p.m.**

President Davis called the meeting to order at 7:33 p.m.

Members Present: Pat Cousins, Marty Davis, Mike DeAngelo, Linda Kuzon, Donna Palmer, Rosemary Quigley

Members Absent: Barbara Davenport, Jim LaVoie

Others Present: Paul McCann, Kim Swoverland, recording secretary
Mary Westhoff, Friends Representative (arrived at 8:50 p.m.)

Davis called for additions to the agenda. McCann requested the addition of Friends Resolution under the Director's Report section of the agenda. Quigley moved to approve the agenda as amended. Second by DeAngelo. A vote was taken. Aye=6, nay=none, absent=2. Motion carried.

Davis called for corrections to the minutes of the April 5, 2010 Regular Board Meeting. Cousins moved to approve the minutes from the April 5, 2010 Regular Board Meeting as presented. Second by Palmer. A vote was taken. Aye=5, nay=none, abstain = 1, absent=2. Motion carried.

Public Comment: None.

New Library Facility Update:

McCann informed the Board of his recent phone conference with architects HB+M and construction manager O'Neal Construction regarding a resolution to the ongoing difficulties in getting the HVAC system fully commissioned and operating at optimal efficiency. HB+M has agreed to revise the Add-on Services Agreement. McCann gave a one month deadline for agreement by all parties.

Treasurer's Report:

The written Treasurer's Report was distributed and reviewed.

Davis called for questions regarding the general operations bills paid for the month of April. Questions were answered to the Board's satisfaction. Cousins moved to approve the general operations bills paid during the month of April. Second by Palmer. A vote was taken. Aye=5, nay=none, abstain=1, absent=2. Motion carried.

Budget Changes:

McCann informed the Board an error in the original budgeting process resulted in the Debt Service projected income for account 4111 Scio Township being set too low. The Finance Committee has reviewed the Debt Service account line and is recommending the Board increase account 003-4111

from \$156,956.00 to \$226,884.00 to correct the error. DeAngelo moved to accept the Finance Committee's recommendation to approve the following change to the 2009-2010 fiscal year Debt Service Budget:

003-4111 Scio Township – Increase the budgeted income line from \$156,956.00 to \$226,884.00

Second by Cousins. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

There were no reimbursements.

Director's Report:

The written director's report was reviewed. McCann informed the Board plans have been made with Library Design Associates for shelving units to be added to the YA room in the area where the window view countertop now resides. Leftover shelving components currently in storage will be utilized as much as possible to help contain the cost. The magazine exchange display and 2nd floor tackboard is expected to be delivered this week.

McCann distributed and reviewed the following Library use statistics for the month of April:

April 2010

Circulation Statistics

Adult Books	5731
Young Adult Books	1553
Children's Books	9622
Magazines	382
Videos	699
DVD	5372
Books on Tape	92
Books on CD	930
Music CD	1926
Overdrive	
ILL lent out	2425
ILL borrowed	2968
Renewals	
Workflows	1173
Renewals Ibistro	2886
Total	35759
In-house use	1247
Library visits	12895
Reference questions	1778
Items withdrawn	257
New items added	1009
Total holdings	89953
New cards issued	109

Total card holders	11107
Internet usage	2528
Museum Pass	15
Web site visits	7829
Program attendance	1269

McCann informed the Board the following employees will be reaching the anniversary of their hire date in the month of May: Adult Reference Librarians A. Johnson and F. Richardson, and Library Assistant S. Colson. McCann made the recommendation for each to receive a 2.4% wage increase. Cousins moved for employees Colson, Johnson and Richardson to receive 2.4% increases in their wages effective on the anniversary of their respective dates of hire. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

McCann informed the Board the Friends of the Library are planning to do a raffle during this summer's Dexter Daze. To complete their application for the paperwork necessary for holding a raffle, they are in need of a resolution from a governing body, recognizing their status as a non-profit. Quigley moved to approve the resolution that states:

Whereas, the Friends of the Dexter District Library exist to support the Library and the Library's role in the community and,

Whereas, the Friends of the Dexter District Library have sought and obtained Federal 501(c)3 status as a charitable, non-profit organization and,

Whereas the Dexter District Library is a duly constituted unit of local government, organized under PA 24 of 1989 as amended,

The Board of Trustees of the Dexter District Library hereby resolves to recognize the Friends of the Dexter District Library as a non-profit organization within the community.

Second by Palmer. A roll call vote was taken: Cousins=aye, Davis=aye, DeAngelo=aye, Kuzon=aye, Palmer=aye, Quigley=aye, Davenport=absent, LaVoie=absent. Motion carried.

Committee Reports:

The Policy Committee minutes from April 27, 2010 were presented and reviewed.

The Finance Committee minutes from February April 15, 2010 were presented and reviewed. The Finance Committee informed the Board they have completed their review of submitted proposals for auditing services and are recommending the Board approve a 3 year contract with Campbell, Kusterer & Co. at an annual fee of \$3,000.00. DeAngelo moved to accept the Finance Committee's recommendation to enter into a contract with Campbell, Kusterer & Co. for the fiscal years ending September 30, 2010, 2011 and 2012 at an annual fee of \$3,000.00. Second by Quigley. Aye=all, nay=none, absent=2. Motion carried.

There was no Facilities meeting in the month of April due to the resignation of Facilities Chair Linda Chapman. McCann requested Board input as to appointing a new Facilities Chair. The Board was in consensus to let the Facilities Committee Members discuss the issue of chairperson amongst themselves at the next Facilities Committee meeting.

Friends Report:

Mary Westhoff, representative of the Friends, reported the purchase of the magazine exchange display and a die machine were approved at the April Friends meeting. The book sale on May 1 was very successful, earning \$874.20. The Friends are currently making plans for Dexter Daze in August and intend to hold a raffle for a quilt, a framed photo and a book bag filled with books.

Old Business:

McCann informed the Board the unneeded old furniture is in the process of being photographed. McCann noted old furniture sales by other Libraries are often in similar price ranges of garage sales.

New Business:

The revised and updated Personnel Policy was brought to the Board by the Policy Committee for its first reading. It was noted the Policy Committee has requested for the Finance Committee to plan for the cost of attorney review of the Personnel Policy in the budget of the 2010-2011 fiscal year. Cousins moved to instruct the Finance Committee to include the projected cost of attorney review fees of the Personnel Policy into the 2010-2011 fiscal year budget. Second by Palmer. Davis called for discussion. It was noted the Personnel Policy's legal review should be done only if necessary. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

The revised Meeting Room Policy was brought to the Board by the Policy Committee for its first reading. The revisions specify 2 options for requesting use of the Library's technology. Questions were answered to the Board's satisfaction.

Public Comment: None.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Patricia Cousins,
Secretary

Kimberly Swoverland,
Recording Secretary