

Dexter District Library
Board of Trustees
Meeting Minutes
August 30, 2010 (September Meeting)
7:30 p.m.

President Davis called the meeting to order at 7:30 p.m.

Members Present: Pat Cousins, Barbara Davenport, Marty Davis, Mike DeAngelo, Jim LaVoie, Rosemary Quigley

Members Absent: Donna Palmer, Linda Kuzon

Others Present: Paul McCann, Kim Swoverland, recording secretary

Davis called for additions to the agenda. Quigley moved to approve the agenda as presented. Second by LaVoie. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Davis called for corrections to the minutes of the August 2, 2010 Regular Board Meeting and the August 2, 2010 Closed Session. No corrections were requested. DeAngelo moved to approve the minutes from the August 2, 2010 Regular Board Meeting and the August 2, 2010 Closed Session as presented. Second by LaVoie. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Friends Report:

McCann reported the Dexter Daze book sale went very smoothly despite a power outage that occurred during the sale. Earnings from the sale were approximately \$2500, plus an additional \$300 was earned from the daily shelf sales.

New Library Facility Update:

McCann informed the Board the Library continues to have issues with the supply of electrical power. DTE does not seem to have the capacity to serve the Library during peak power draws, resulting in brown-outs and/or failure of at least one of the Library's 3-phase power inlets. Without full capacity on all 3 phases, the Library's elevator and HVAC unit are not operable, as well as the loss of computer usage, phone usage, lights, copy machines and water at faucets with sensors. It is very disruptive to the operation of the Library.

Treasurer's Report: The written Treasurer's Report was reviewed.

Davis called for questions regarding the general operations bills paid for the month of August. Questions were answered to the Board's satisfaction. LaVoie moved to approve the general operations bills paid during the month of August. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Budget changes:

McCann presented to the Board the budget changes necessary to bring various line items into balance as we approach the end of the 2009-2010 fiscal year. Davis called for questions/discussion regarding the proposed budget changes. Questions were answered to the Board's satisfaction. Cousins moved to approve the following changes to the 2009 – 20010 fiscal year budget:

Reduce the following lines to make funds available for distribution:

Reduce line 001-6110 Building Maintenance by \$8,700, changing that line's budgeted balance from \$44,000 to \$35,300

Reduce line 001-6175 Professional Services by \$15,000, changing that line's budgeted balance from \$32,500 to \$17,500

This creates a total to be reallocated of \$23,700 to be split among the following lines, bringing them all into balance:

Increase the budgeted balance of line 001-5402 – 457 Annuity by \$3,700, changing that line's budgeted balance from \$10,813 to \$14,513

Increase the budgeted balance of line 001-6130 – Equipment Purchases by \$800, changing that line's budgeted balance from \$20,000 to \$20,800

Increase the budgeted balance of line 001-6135 – Equipment Repair by \$100, changing that line's budgeted balance from \$500 to \$600

Increase the budgeted balance of line 001-6140 – Grounds Keeping by \$400, changing that line's budgeted balance from \$2,100 to \$2,500

Increase the budgeted balance of line 001-6143 – Institution Dues and Fees by \$700, changing that line's budgeted balance from \$700 to \$1,400

Increase the budgeted balance of line 001-6144 – Insurance by \$3,000, changing that line's budgeted balance from \$15,000 to \$18,000

Increase the budgeted balance of line 001-6190 – Utilities by \$15,000, changing that line's budgeted balance from \$48,000 to \$63,000

Additionally, there will need to be a transfer of budgeted funds between the lines for medical insurance and staff reimbursements for not opting for insurance coverage.

Reduce line 001-5406 – Medical by \$2,200, changing that line's budgeted balance from \$34,083 to \$31,883

Increase the budgeted balance of line 001-5405 – Medical Reimbursement by \$2,200, changing that line's budgeted balance from \$3,435 to \$5635

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

Reimbursements:

McCann presented a reimbursement request by K. Swoverland in the amount of \$130.06 for purchased programming and kitchen supplies from Gordon Food Services. Davenport moved to approve a reimbursement check in the amount of \$130.06.78 to K. Swoverland, Second by Cousins. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Director's Report:

The written director's report was reviewed.

McCann could not present an August statistical chart as the month has not ended yet. It will be presented at the October 4, 2010 Regular Board Meeting.

McCann informed the Board Mary Graulich, Circulation Supervisor, and Library Assistants Deb Fegtly and Sarah Scherdt will be reaching the anniversary of their hire dates in the month of September. McCann made the recommendation for each to receive a 2.4% salary increase. LaVoie moved for employees Graulich, Fegtly and Scherdt to receive a 2.4% increase in their wages, effective on their respective anniversary dates of hire. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

McCann presented multiple personnel changes for the Board's approval:

New Hires: Stacey Rottiers, Part-time Youth Reference Librarian at \$15.00 per hour
Dana Knott, Part-time Adult Reference Librarian at \$15.00 per hour
Jill Brown, Part-time Library Assistant at \$9.61 per hour
Laura Kemp, Part-time Library Page at \$7.40 per hour
Jenna Choszczyk, Part-time Library Page at \$7.40 per hour

Promotions: Diane Alson, promoted to Young Adult Librarian, a 25 hour a week position at \$16.59 per hour, plus pro-rated benefits.

Terminations: Frank Richardson, employment terminated August 17, 2010

Resignations: Lee Martin, Technology Librarian, accepted a new position
Julie Darling, Young Adult Librarian, accepted a new position
Cathy Cook, Library Page, moved away to college
Rachel Lamine, Library Page, moved away to college
Camille Henry, Library Page, moved away to college
Emily VanDusen, Library Page, moved away to college

Davenport moved to approve all personnel changes as presented. Second by Cousins. A vote was taken. Aye=all, Nay=none, absent=2. Motion carried.

Committee Reports:

The Policy Committee minutes from August 11, 2010 were presented and reviewed.

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

The Facilities Committee minutes from August 12, 2010 were presented and reviewed.

Old Business:

Adoption of 2010 – 2011 Fiscal Year Budget:

McCann informed the Board the proposed budget for the 2010-2011 fiscal year was made available to the public for the month of August, the budget hearing date and times were published in the Dexter Leader and the public hearing was held in the half-hour before the August 30, 2010 Regular Board Meeting with no members of the public being present. Quigley moved to accept and approve the budget for the 2010-2011 fiscal year as presented. Second by LaVoie. Davis called for discussion. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Board Officers:

McCann reviewed with the Board the changes that will be taking place with the retirement of Board President Marty Davis. McCann requested for the Trustees to spend some time thinking about possible nominations for the positions of President, Vice-President, Secretary and Treasurer. Nominations and election of officers will take place at the October 4, 2010 Regular Board Meeting.

New Business:

Trustees Davenport, DeAngelo, LaVoie and Quigley are at the end of their terms September 30, 2010 and are amenable to being re-appointed by their respective townships. Trustee Davis has notified Webster Township of her intention to retire and a new appointee has yet to be named.

Public Comment: None.

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Patricia Cousins,
Secretary

Kimberly Swoverland,
Recording Secretary