

**Dexter District Library
Board of Trustees
Meeting Minutes
July 5, 2011
7:30 p.m.**

Members Present: Pat Cousins, Barbara Davenport, Jim LaVoie, Donna Palmer, Shelly Vrsek

Members Absent: Mike DeAngelo, Linda Kuzon, Rosemary Quigley

Others Present: Mary Westhoff, Friends of the DDL (8:05 -8:15 p.m.)
Paul McCann, Library Director
Kim Swoverland, Recording Secretary

In President Quigley's absence, Vice-President LaVoie called the meeting to order at 7:35 p.m.

LaVoie called for additions to the agenda. No additions were requested. Davenport moved to approve the agenda as presented. Second by Palmer. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

LaVoie called for corrections to the minutes of the June 13, 2011 Regular Board Meeting. There were no corrections. Davenport moved to approve the minutes from the June 13, 2011 Regular Board Meeting as presented. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None.

Friends Report:

M. Westhoff reported the Friends group was pleased with how their first raffle turned out. Slightly more than 1,000 tickets were sold for \$1.00 each. Net profit from the raffle was \$644.00 which was used to increase the Friends' contribution to the Summer Reading Program. Plans and discussions are already beginning for how to improve next year's raffle. Additionally, Westhoff noted the Friends approved splitting the cost of a newspaper advertisement with the Library for the Dexter Leader's special Dexter Daze insert. The Friends' bank account ending balance for June totals \$17,003.69. Westphal also made the Board aware that several officer positions will be open. The next Friends meeting will be the 4th Tuesday of September.

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

LaVoie called for questions regarding the general operations bills paid for the month of June. Questions were answered to the Board's satisfaction. Palmer moved to approve the general operations bills paid during the month of June. Second by Cousins. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Budget Changes: None.

Reimbursements:

McCann presented retroactive reimbursement requests from L. Ryan in the amounts of \$83.64 and \$59.29 for various programming purchases. Davenport moved to approve the reimbursement for L. Ryan in the amounts of \$83.64 and \$59.29. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Director's Report: The written director's report was reviewed.

McCann presented the following Library use statistics for the month of June 2011:

| June 2011 | |
|------------------------|--------------|
| Circulation Statistics | |
| Adult Books | 6653 |
| Young Adult Books | 2406 |
| Children's Books | 12967 |
| Magazines | 442 |
| Videos | 329 |
| DVD | 7062 |
| Books on Tape | 40 |
| Books on CD | 1064 |
| Music CD | 1883 |
| Overdrive | 455 |
| ILL lent out | 2475 |
| ILL borrowed | 2998 |
| Renewals Workflows | 1625 |
| Renewals Ibistro | 3924 |
| Total | 44323 |
| In-house use | 1530 |
| Library visits | 15120 |
| Reference questions | 2788 |
| Items withdrawn | 1019 |
| New items added | 1185 |
| Total holdings | 100130 |
| New cards issued | 156 |
| Total card holders | 11945 |
| Internet usage | 4473 |
| Museum Pass | 10 |
| Web site visits | 8331 |
| Program attendance | 2282 |
| Equipment circ | 0 |
| Fax | 54 |

McCann informed the Board that Orv Oberle, Maintenance Supervisor, Amy Schroer, Youth Reference, and Nan Stoll, Circulation, will be reaching the anniversary of their hire dates in the month of July. McCann made the recommendation for a 2% wage increase for each, as determined by the Finance Committee's budgeting process. Palmer moved for employees Oberle, Schroer and Stoll to receive 2% increases in their wages, effective on their respective anniversary dates of hire. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

McCann noted Heather Draft, Youth Reference Librarian has submitted her resignation and will be leaving July 8, 2011 on good terms for a full-time position out of state. The job opening has been posted and candidates will be selected for interviews during August.

Committee Reports:

The Facilities Committee minutes from June 14, 2011 were reviewed.
The Policy Committee minutes from June 16, 2011 were reviewed.
The Finance Committee minutes from June 21, 2011 were reviewed. Additionally, preliminary budget figures for the 2011-2012 fiscal year were made available to the Board. Questions were answered to the Board's satisfaction.

Old Business: None.

New Business:

The Policy Committee brought to the Board for its 2nd readings, the Revised Circulation Policy Manual and the Revised Emergency Situations Manual. Palmer moved to approve the Revised Circulation Policy Manual as presented. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried. Some wording changes involving ambulance calls were incorporated into the Emergency Situations Manual. Davenport moved to approve the Revised Emergency Situations Manual as amended. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried. In the discussion of emergency situations it was suggested to purchase a heart defibrillator for the Library building, as well as to have staff members be certified in CPR/First Aid. It was noted this may be something the Friends could sponsor.

Public Comment: None.

Adjournment: The meeting was adjourned at 9:10 p.m. by Board consensus.

Respectfully submitted,

Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary