

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
December 12, 2011  
7:45 p.m.

Members Present: Linda Kuzon, Jim LaVoie, Donna Palmer, Rosemary Quigley, Shelly Vrsek

Members Absent: Patricia Cousins, Barbara Davenport, Mike DeAngelo

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

In President Quigley called the meeting to order at 7:47 p.m.

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

Quigley called for corrections to the minutes of the November 14, 2011 Regular Board Meeting. There were no corrections. Palmer moved to approve the minutes from the November 14, 2011 Regular Board Meeting as presented. Second by LaVoie. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

In Secretary Davenport's absence, Trustee Vrsek was appointed as acting secretary.

**Public Comment:** None.

**Friends Report:**

McCann reported the Friends had their annual meeting on December 6, 2011 with a very good turnout. New this year was an award for "Friend of the Year" which went to Marilyn Raatz. Friends President Kantha Gardner stepped down; Dan Chapman and Mary Westhoff will share President and Vice-President duties. Other Friends positions are as follows: Michael Raatz, Treasurer; Cori Murry, Secretary; Joelle Moroz, Membership Chair; Carolyn Tyson, Volunteer Coordinator; Margaret Steptoe, Publicity; Courtney Ophoff, Book Sale Chair. It was requested for a letter of acknowledgement and thanks be sent to the Friends for their dedicated efforts.

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

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

**Budget Changes:** None.

## Reimbursements:

McCann presented reimbursement requests from Young Adult Librarian D. Alson in the amount of \$86.50 for various programming supplies and from Admin Assistant K. Swoverland in the amount of \$157.91 for products to re-stock the lower level kitchen. Kuzon moved to approve reimbursements for D. Alson - \$86.50 and K. Swoverland - \$157.91, as presented. Second by LaVoie. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

## Director's Report:

The written director's report was reviewed.

Circulation statistics for the month of November were presented:

<b>November 2011</b>	
Circulation Statistics	
Adult Books	5885
Young Adult Books	1472
Children's Books	9952
Magazines	451
Videos	264
DVD	6496
Books on Tape	38
Books on CD	920
Music CD	1797
Overdrive	571
ILL lent out	2393
ILL borrowed	3596
Renewals Workflows	1469
Renewals lbistro	4846
<b>Total</b>	<b>40150</b>
In-house use	1324
Library visits	11956
Reference questions	2030
Items withdrawn	328
New items added	1375
Total holdings	104080
New cards issued	87
Total card holders	12201
Internet usage	5288
Museum Pass	0
Web site visits	7794
Program attendance	785
Equipment circ	2
Fax	67

McCann informed the Board that circulation assistant Sue Clark will be reaching the anniversary of her hire date in the month of December. McCann made the recommendation for a 2% wage increase, as determined by the Finance Committee's budgeting process. Vrsek moved for employee Clark to receive a 2% increase in her wages, effective on her anniversary date of hire. Second by Kuzon. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Library Director McCann also has the anniversary of his hire date in December. Evaluation materials will be distributed to Board Members at a later date.

McCann presented for the Board's review and discussion, the recommendation by Michigan Municipal League (MML) for the Library to increase liability insurance coverage to a maximum of \$5 million per incident. Current liability coverage is at \$2 million per incident. It was also suggested the Library could increase their deductible from zero to \$5,000 for an annual premium savings of \$1,342.00. Palmer moved to authorize McCann to adjust the Library's liability coverage insurance with MML to include a deductible of \$5,000. Second by Vrsek. A vote was taken. Aye=all, nay=none, absent=3. Motion carried. Regarding increasing liability coverage from \$2 million to \$5 million, Board consensus was this was too high of an increase at this point in time. LaVoie moved to authorize McCann to increase the Library's liability coverage with MML to a limit of \$3 million per incident. If a limit of \$3 million per incident is not an option allowed by MML, then McCann is directed to keep the liability limit at the current level of \$2 million per incident. Second by Kuzon. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

McCann informed the Board the Museum Adventure Pass program is scheduled to end after the summer of 2012 unless another major corporate sponsor is found.

### **Committee Reports:**

The Policy Committee meeting minutes from December 2, 2011 were presented and reviewed.  
The Facilities Committee did not meet in the month of November.  
The Finance Committee meeting minutes from November 17, 2011 were presented and reviewed.

### **Old Business:**

P.A. 152, which is scheduled to take effect January 1, 2011, was discussed. It was noted both the Policy and Finance Committees arrived at the same consensus, which was satisfactory to the Board.

McCann informed the Board Red Cross CPR training for Library staff has been scheduled for Jan 20 and Feb 3, 2012. Training will include using a defibrillator similar to the model which will be purchased for the Library by the Friends.

McCann presented a sample resolution regarding the need for a replacement of personal property tax. It was requested for the Board to read through the resolution at home and to forward any suggestions, comments or questions to McCann. The final version of the resolution will be presented to the Board at the January 2012 Regular Board Meeting.

**New Business:**

The Closed Circuit Television (CCTV) Display and Brochures Policy (formerly the bulletin board policy) was presented for its first reading. No suggestions were made for changes or additions. The Policy will be presented for its second reading and possible approval at the January 2012 Regular Board Meeting.

It was noted the next Board Meeting was scheduled for January 2, 2012. With January 1 – New Year’s Day – falling on a Sunday, the following day, Monday, January 2<sup>nd</sup> is considered a legal holiday, which would not be preferred for holding a Board Meeting. Board consensus was to change the January 2012 Board Meeting date to Monday, January 9<sup>th</sup>.

**Public Comment:** None.

**Adjournment:**

Palmer moved to adjourn the meeting. Second by Kuzon. A vote was taken. Aye=all, nay=none, absent=3. Motion carried. The meeting was deemed adjourned at 9:00 p.m.

Respectfully submitted,

Shelly Vrsek,  
Acting Secretary

Kimberly Swoverland,  
Recording Secretary