

**Dexter District Library  
Board of Trustees  
Meeting Minutes  
June 4, 2007**

Vice-President Quigley called the meeting to order at 7:40 p.m.

Members Present: Linda Chapman, Pat Cousins, Barbara Davenport, Jim LaVoie, Donna Palmer, Rosemary Quigley, Marty Davis arrived at 7:50 p.m.

Members Absent: Mike DeAngelo

Others Present: Paul McCann, Kim Swoverland

Quigley called for additions to the agenda. McCann requested the addition of Technology Librarian under the Director's Report. LaVoie moved to approve the agenda as amended. Second by Cousins. A vote was taken. Aye=all, Nay=none. Motion carried.

Davis called for corrections to the minutes of the May 7, 2007 Regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the May 7, 2007 Regular Board Meeting. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

**Public Comment:** None.

**New Library Facility Update:**

McCann updated the Board on the progress that has recently taken place at the building site. The tree removal process has begun, with the excavation and other site work expected to continue through the 3<sup>rd</sup> week of July. The timing of Bid Package 2 is set up so that the construction work can begin with little down time after the completion of the site work.

McCann reported discussing the construction project billing process at a recent meeting with O'Neal Construction and Rich Henes. The procedure for submitting and approving bills for payment has been set up to supply multiple levels of verification to ensure the work being billed for has actually been completed. Subcontractors will submit invoices to O'Neal Construction for verification. If approved at that level, O'Neal forwards the invoices to Rich Henes and Peter Bolek for their review and approval. Bolek will then forward the approved invoice to the Library for our review and the Library will issue a check to O'Neal Construction. O'Neal will expect payment within 30 days of their invoice date. The subcontractor will be paid by O'Neal. The Board discussed the implications of invoices not reaching the Library prior to regular Board Meetings, thereby necessitating checks to be cut before a vote of approval from the Board. The Board agreed that the high level of professional review and approval of construction project bills before these bills reach the Library, combined with review by the Library Director and Board Treasurer provides sufficient review of the invoices. The Board agreed that action on each individual invoice would be taken at the next regularly scheduled meeting, rather than calling special meetings for invoice approval.

McCann also reviewed the process and implications of construction project change requests and change orders. O'Neal requires the submittal of change requests that must then be reviewed and either approved or denied by all major parties: Construction Manager, Architect and Owner. Approved change requests then become change orders. McCann requested direction from the Board as to how to handle the review of change requests. After much discussion, Davenport moved that the Board give McCann, working in conjunction with the chair of the Facilities Committee, the authority to approve change requests in amounts not to exceed \$10,000.00 or change requests necessitated by field conditions and required to avoid significant delays in the overall construction process. Second by Palmer. A vote was taken. Aye=all, nay=none. The Board stressed with McCann their expectation that the majority of change requests would be processed through the Facilities Committee and that changes approved solely by McCann would not impact the overall intent of previous Facilities Committee decisions.

### **Treasurer's Report:**

LaVoie reviewed the written Treasurer's Report.

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

There were no budget changes.

Reimbursements: LaVoie moved to approve the mileage reimbursements requested by McCann for the months of April and May. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

### **Director's Report:**

McCann provided the following Library use statistics for the month of May:

#### **April 2007**

#### Circulation Statistics

Adult Books	3286
Young Adult Books	680
Children's Books	6211
Magazines	391
Videos	2142
DVD	2508
Books on Tape	314
Books on CD	456
Music CD	1508
Interlibrary Loans	1350
Renewals	2768
<b>Total</b>	<b>21614</b>

In-house use	638
Library visits	5957

In addition, the Library staff answered 541 reference questions, added 556 items into the collection and withdrew 87 items from the collection, bringing the total number of items in the collection to 62,264. Staff also registered 75 new library card holders, bringing the total number of registered borrowers to 8,115. The Library's Internet computers were used 1055 times.

McCann reviewed the written Director's Report.

McCann reported that the re-roofing work awarded to R.D. Kleinschmidt is scheduled to begin the week of June 11, 2007, with minimal disruption to patrons expected.

McCann reported that the TLN steering committee reached a decision to withdraw its open director position and instead divide the director duties between two current staff members.

McCann noted that OHM required a \$14,000.00 deposit on its mandatory site inspection services. O'Neal Construction has firmly requested a detailed accounting of OHM's time on the site, as well as the employee pay scale for the personnel that visit the site. O'Neal intends to verify that the amount paid to OHM matches the service that site receives.

Regarding staff evaluations, McCann reported being near completion. It was advised that the evaluations should be approached differently next year, going by hire dates instead of reviewing all employees at once. McCann reminded the Board that the State has set a required minimum wage increase to go into effect in July, which will raise the pay rates for the pages.

McCann informed the Board that the new position of Technology Librarian was offered and accepted by Allison Brueckner on May 29, 2007 at an annual salary of \$22,000.00. This position entails 20 hours of work per week. LaVoie moved to approve the hiring of Allison Brueckner as Technology Librarian. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

### **Committee Reports:**

The Board requested that the Policy Committee research and review existing policy dealing with Library closings, for the Board to determine the possibility of adding to the existing policy the issue of TLN circulation system shut-down dates.

It was suggested that the Policy Committee further discuss the amount to be charged for meeting room reservation deposits, with many Board Members of the opinion that \$25 is not a substantial enough amount to discourage "no-shows" or to cover the cleaning costs should a meeting room be left in disarray.

McCann reviewed the Lost/Paid/Refund Policy that has been accepted by both the Finance Committee and the Policy Committee. Quigley moved for the Board to approve and immediately put into place the Lost/Paid/Refund Policy as presented. Second by Palmer. A vote was taken. Aye=all, nay=none. Motion carried.

**Old Business:**

McCann requested Board input as to how to approach putting the Fourth Street building on the market for sale. After much discussion, the Board directed McCann to investigate how other libraries or government facilities have approached the sale of their properties.

McCann reported that written legal advice from Miller Canfield was received, allowing the Library to borrow enough finances from the general fund to cover the November bond payment. The Library will reimburse its general fund after the December 2007 tax collection.

**New Business:**

Letters from Scio Township regarding tax abatement issues were presented to the Board for their review. No Board action was taken.

**Friends Report:**

Davis reported that the sale held on June 2, 2007 generated \$396.00. In the month of May the Friends earned \$978.40 and the total earnings since September 2006 are at \$7,213.84. The Board expressed their awe and appreciation for the success that the Friends continue to have.

**Public Comment:** None.

The meeting was adjourned at 9:32 p.m.

Respectfully submitted,

Pat Cousins,  
Secretary

Kimberly Swoverland,  
Recording Secretary