

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
October 1, 2007

President Davis called the meeting to order at 7:31 p.m.

Members Present: Linda Chapman, Barbara Davenport, Marty Davis, Mike DeAngelo,  
Jim LaVoie, Donna Palmer, Rosemary Quigley.  
Pat Cousins arrived at 7:34 p.m.

Members Absent: None.

Others Present: Paul McCann, Kim Swoverland, recording secretary,  
Kantha Gardner, Vice-Pres. of the Friends of the Dexter District  
Library

Davis called for additions to the agenda. No additions were requested Quigley moved to approve the agenda. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for corrections to the minutes of the September 10, 2007 Regular Board Meeting. No corrections were requested. Chapman moved to approve the minutes from the September 10, 2007 Regular Board Meeting. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

**Public Comment:** None.

**New Library Facility Update:**

McCann briefly reviewed the progress that has taken place at the construction site. The parking lot has been partially paved to facilitate ease of access to the site by subcontractors, to allow for the placement of construction materials, to provide space for the full-size construction trailer and to reduce the amount of dirt and dust that will be tracked onto the neighboring streets. The subcontractors are working on excavating the foundation area.

McCann reminded the Board that the next Facility Committee Meeting would be a continuation of interiors discussion with the architects. McCann also reminded the Board that they have had an extremely positive experience working with the equipment procurement firm Library Design Associates in the past. LDA has provided complete and timely service whenever the Library has experienced problems (both manufacturer's defects as well as repair because of extreme use) with equipment LDA has installed.

McCann reviewed the written committee meeting notes provided by the architects from the September 20, 2007 meetings that were held with the staff, the Friends and the Facilities Committee.

## **Treasurer's Report:**

LaVoie reviewed the written treasurer's report.

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

McCann notified the Board that the annual audit for the 2006-2007 fiscal year is scheduled to take place on Friday, October 12, 2007.

Chapman excused herself from the meeting at 8:14 p.m.

McCann presented to the Board the budget changes necessary to end the 2006-2007 fiscal year. Davis called for questions/discussion regarding the proposed budget changes. Questions were answered to the Board's satisfaction. LaVoie moved to approve the following changes to the 2006-2007 budget:

### General Operations:

Line 001-6105 – Advertising – increase the budget balance by \$86.00, from \$1871.00 to \$1957.00

Line 001-6119 – Charge Back Taxes – increase the budget balance by \$106.00, from \$130.00 to \$236.00

Line 001- 6140 – Groundskeeping – increase the budget balance by \$11.00, from \$2080.00 to \$2091.00

Line 001-6163 Miscellaneous – increase the budget balance by \$247.00, from \$604.00 to \$851.00

Increase Total Operating Expenses Line by \$450.00, from \$474,368.00 to \$474,818.00

Line 001-7215 – Adult Books – reduce budget balance by \$719.00, from \$34,632.00 to \$33,913.00

Line 001 – 7232 – Books on CD Child – increase the budget balance by \$719.00, from \$3744.00 to \$4463.00

Increase total Expenses line by \$440.00 from \$601,750.00 to \$602,200.00

Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

No reimbursements were requested.

## **Director's Report:**

McCann reviewed the written director's report.

McCann reported the following Library use statistics for the month of September:

<b>July 2007</b>	
Circulation Statistics	
Adult Books	3363
Young Adult Books	768
Children's Books	6671
Magazines	365
Videos	1591
DVD	3017
Books on Tape	289
Books on CD	489
Music CD	1285
Interlibrary Loans	1460
Renewals	2592
<b>Total</b>	<b>21890</b>
In-house use	910
Library visits	6500

McCann also reported the Library staff answered 614 reference questions, added 870 items to the collection and withdrew 1085 items from the collection (bringing the total number of items in the collection to 63,400). New Library card holders registered was 84, bringing the total number of registered borrowers to 8265. The Library's Internet computers were used 1174 times. McCann also noted that circulation for the fiscal year 2006-07 reached another all time record – 281,036 – surpassing last year by six percent.

McCann noted that there have been conflicting reports regarding the Village's DDA boundaries. When he has received definitive word on whether or not the boundaries have been changed, the Board will be notified if the Library needs to take any action.

### **Committee Reports:**

The Policy Committee Meeting minutes were reviewed. The Policy Committee recommended to the Board that Easter Sunday be considered as a day for the Library to be closed and as a paid Holiday for qualifying employees. LaVoie moved that the Library be closed on the date that falls on Easter Sunday. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

Davenport moved that the Holiday Pay Policy be amended to include Easter Sunday in the schedule of closing dates. Second by Palmer. A vote was taken. Aye=3, nay=2, abstain=2. Motion failed. It was requested that members of the Policy Committee should research and provide data on the area's other libraries to determine the extent to which Easter is a paid Holiday.

LaVoie moved that the Policy titled "Hours of Operation and Library Closings" be accepted by the Board. Second by DeAngelo. A vote was taken. Aye=6, nay=1. Motion carried.

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

**Old Business:**

McCann and Swoverland left the room at 9:00 p.m. to facilitate free discussion amongst the Board regarding the annual evaluation of the Library Director's performance. Cousins assumed the role of recording secretary and recorded the following:

It was noted that the evaluation form was not very appropriate. It was also noted that the director has improved his ability to delegate, but that Board Members would like to see this increase even more so. LaVoie moved that the director be given a 5% raise effective October 1, 2007. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

McCann and Swoverland returned to the room at 9:24 p.m. The Board expressed their appreciation for McCann's superb performance and stated that he will be given a 5% raise effective immediately. Additionally, a longevity bonus will be given at McCann's anniversary of employment in December 2007. It was noted that it would be appropriate to move the director's evaluation to December in the future, as all other staff evaluations are now being done on the employee's anniversary of their hire date. The Board requested that McCann continue to work on delegating tasks and perhaps hire book-keeping services. The Board expressed their gratitude for a job well done.

**New Business:** None.

**Friends Report:**

Davis reported that the next book sale will take place on October 6, 2007.

**Public Comment:** None.

The meeting was adjourned at 9:28 p.m.

Respectfully submitted,

Patricia Cousins,  
Secretary

Kimberly Swoverland  
Recording Secretary