

**Dexter District Library  
Board of Trustees  
Meeting Minutes**

April 7, 2008

7:30 p.m.

President Davis called the meeting to order at 7:29 p.m.

Members Present: Linda Chapman, Pat Cousins, Barbara Davenport, Marty Davis,  
Jim LaVoie, Donna Palmer, Rosemary Quigley

Members Absent: Mike DeAngelo

Others Present: Paul McCann, Kim Swoverland, recording secretary

Davis called for additions to the agenda. McCann requested the addition of a memo from Peter Bolek under New Library Facility Updates and also the addition of Dexter Senior's Center project under the Director's Report. Davenport moved to approve the agenda as amended. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for review of the minutes of the cancelled Regular Board Meetings of February 4, 2008 and February 12, 2008. The minutes were accepted by concensus.

Davis called for corrections to the minutes of the March 3, 2008 Regular Board Meeting that covered both January's and February's business. No corrections were requested. Cousins moved to approve the minutes from the March 3, 2008 Regular Board Meeting. Second by Palmer. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for corrections to the minutes of the March 14, 2008 Special Board Meeting. No corrections were requested. LaVoie moved to approve the minutes from the March 14, 2008 Special Board Meeting. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

**Public Comment:** None.

**New Library Facility Update:**

Change request #98010 for the issue of moving overhead power, phone and data wiring to underground at a cost of \$45,573.03 was reviewed. Palmer moved to approve change request #98010 as presented. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

Change request #98018 submitted by subcontractor Central Ceiling and Partition, Inc. for the issue of altering a ceiling soffit at a cost of \$387.28 was reviewed. LaVoie moved to approve

change request #98018 as presented. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

Change request #98019 submitted by Ron Krull Construction and Alpha Consulting for the issue of relocating excess soils at a cost of \$4,540.24 was reviewed. Quigley moved to approve change request #98019 as presented. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

Change request #98020 submitted by subcontractor Ron Krull Construction for the issue of utility taps at a cost of \$12,772.00 was reviewed. LaVoie moved to approve change request #98020 as presented. Second by Cousins. A vote was taken. Aye=all, nay=none. Motion carried.

McCann notified the Board that the O'Neal Construction Meeting Minutes would be included in the Board Packets as a way of keeping the Trustees informed of construction issues and progress. The provided construction meeting minutes were reviewed.

McCann provided the Board with a memo dated March 10, 2008 written by Peter Bolek of Holzheimer Bolek + Meehan Architects. McCann requested that the Board of Trustees each take the time to read through the memo and thoughtfully consider its contents. The memo will be on the agenda for discussion at the May 5, 2008 Regular Board Meeting.

McCann stated that the bidding process for voice, data and video cabling was successfully completed during the month of March. Based on the submitted bids and the subsequent interviews, Dwayne Henderson of Fanning/Howey Associates recommends that Advanced Communication Cabling, Inc. (ACCI) with the lowest bid of \$67,190.00 be awarded the contract for cabling services. LaVoie moved to authorize McCann to enter into a contract with ACCI for the installation of voice, data and video cabling at a cost of \$67,190.00. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

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

LaVoie reviewed the written treasurer's report.

Davis called for questions regarding the bills paid for the month of March. Questions were answered to the Board's satisfaction. Davenport moved to approve both the general operations bills and the capital projects bills paid during the month of March. Second by Cousins. A vote was taken. Aye=all, nay=none. Motion carried.

There were no budget changes.

There were no reimbursements.

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

McCann reviewed the written Director's Report.

McCann reported the following use statistics for the month of January:

<b>March 2008</b>	
Circulation Statistics	
Adult Books	3776
Young Adult Books	876
Children's Books	7716
Magazines	401
Videos	1576
DVD	4060
Books on Tape	267
Books on CD	547
Music CD	1843
ILL lent out	1715
ILL borrowed	2870
Renewals Workflows	818
Renewals Ibistro	2065
<b>Total</b>	<b>28530</b>
In-house use	965
Library visits	7017
Ref Q	640
Withdraw	525
Add	575
total holding	65198
new card	251
total card	8457
Internet usage	1178
Museum Pass	38

McCann reported that, as directed by the Board at the March 14, 2008 Special Board Meeting, a letter was sent to the Gerald Alcock Corporation stating the Board's intention to begin negotiations for the sale of the Fourth Street property at the price of \$450,000.00. McCann stated that no formal response has been received as of yet, but that a subsequent phone call revealed that they remain interested in the property. McCann also reported that the Village of Dexter intends to discuss the potential purchase of the property at their council meeting.

McCann informed the Board that Library Assistant Jennifer Strang was evaluated in the month of March based on the anniversary date of her hire. McCann stated that her friendliness to patrons, her continual willingness to help where needed and her overall contributions to the Library make her a valuable employee. McCann requested that the Board approve a 3% wage increase for Jennifer Strang. Davenport moved that the Board increase

the wages of Library Assistant Strang by 3% effective on the anniversary date of her hire. Second by Palmer. A vote was taken. Aye=all, nay=none. Motion carried.

Chapman excused herself from the meeting at 9:01 p.m.

McCann stated that recent inquiries by the Dexter Chamber of Commerce and the Dexter Senior Citizens Center regarding the showing of movies at public events prompted him to research the issue. His findings were that copyright regulations require a license to be issued in order for movies to be shown at any public event. The Library may purchase an umbrella license for a reasonable annual fee that will allow certain movies to be shown within the Library building. This type of license is not transferable to any other organization and would not cover any movie showings outside of the Library building. In order for the Senior Citizens Center to show a movie in their facility, they would need to obtain their own license. One company quoted the cost to license a Senior Citizen Center at an annual price of \$265.00. McCann requested that the Board consider sponsoring the cost of this license for the Dexter Senior Citizens Center. The Board was in concensus that it would be a wonderful community service. Quigley moved to authorize McCann to further explore and offer sponsorship of an umbrella license for the showing of movies at the Dexter Senior Citizen's Center. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

### **Committee Reports:**

The policy committee meeting minutes from March 19, 2008 were reviewed. The policy committee presented to the Board a document titled "Dexter District Library Board of Trustees Conflict of Interest Policy" for the Board's review and approval. It was noted that this document has a signature line whereas all other policy documents do not require a Trustee's signature. Cousins moved to approve the "Dexter District Library Board of Trustees Conflict of Interest Policy" with the signature lines being excluded. Second by Quigley. Discussion ensued. A vote was taken. Aye=5, nay=1, absent=2. Motion carried. It was requested that McCann seek the opinion of the Library's attorneys regarding this policy document, with McCann agreeing to do so. It was also requested that the "Conflict of Interest" document be followed up with a full Board present.

The finance committee meeting minutes from March 20, 2008 were reviewed. The next finance committee meeting was rescheduled to meet on Monday, April 14, 2008 at 8:30 a.m.

### **Old Business:**

The sale of the Fourth Street property was discussed in the Director's Report section of the meeting.

**New Business:** There was no new business.

**Friends Report:**

Davis reported a successful recent book sale and noted that total earnings for the month of March stood at \$714.13. Davis noted that the Friends are currently re-thinking the set-up and use of the Friends room in the new facility.

**Public Comment:** None.

The meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Patricia Cousins,  
Secretary

Kimberly Swoverland  
Recording Secretary