

Dexter District Library
Board of Trustees
Meeting Minutes
May 5, 2008
7:30 p.m.

President Davis called the meeting to order at 7:35 p.m.

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

Members Absent: None.

Others Present: Paul McCann, Kim Swoverland, recording secretary

Davis called for additions to the agenda. McCann requested the addition of Security Systems under the New Library Facility Update section of the agenda, and the addition of Logo Design under the Director's Report section of the agenda. Quigley moved to approve the agenda as amended. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for corrections to the minutes of the April 7, 2008 Regular Board Meeting. No corrections were requested. Palmer moved to approve the minutes from the April 7, 2008 Regular Board Meeting. Second by Cousins. A vote was taken. Aye=all, nay=none. Motion carried.

Public Comment: None.

New Library Facility Update:

McCann reported that Matt Ratzow of O'Neal Construction is planning to attend a Board meeting in the near future to provide more information on the ceramic tile subcontract that has not yet been awarded.

Construction at the site continues to progress with the next step being the pouring of the shallow foundations for the first floor and the continuation of basement work. McCann indicated that the site is now at a stage where a site visit tour by the Library Board would be appropriate. The Board expressed their willingness to do so in the hour before the next Regular Board Meeting begins. McCann stated he would schedule a construction site visit for June 2, 2008 beginning at 6:30 p.m.

McCann answered questions regarding the outstanding billing issues with OHM.

The Board and the members of the facilities committee looked at, and had no objections, to the basement partition materials/colors that were suggested by the architects.

McCann informed the Board that as break-in security systems do not fall under the responsibilities of the construction contract, he has been working to secure price quotes from various security companies and is currently assessing both the initial costs of the system as well as the cost of on-going monitoring of those systems.

Treasurer's Report:

LaVoie reviewed the written treasurer's report.

Davis called for questions regarding the bills paid for the month of April. Questions were answered to the Board's satisfaction. Palmer moved to approve the general operations bills and the capital projects bills paid during the month of April. Second by Chapman. 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 April:

April 2008	
Circulation Statistics	
Adult Books	3506
Young Adult Books	939
Children's Books	6872
Magazines	392
Videos	1267
DVD	3769
Books on Tape	230
Books on CD	531
Music CD	1437
ILL lent out	1614
ILL borrowed	2797
Renewals Workflows	933
Renewals Ibistro	1926
Total	26213
In-house use	874
Library visits	7221
Ref Q	680
Withdraw	419
Add	721
total holding	65443
new card	56
total card	8387
Internet usage	1293
Museum Pass	13

McCann noted that Library assistant Nicole Burroughs is up for evaluation based on the anniversary date of her hire. The Board consensus was that the minutes should only reflect the motion when an employee's evaluation is concerned. DeAngelo moved that Library assistant Nicole Burroughs be awarded a 3% wage increase, effective on the anniversary date of her hire. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

McCann informed the Board that the process of designing a new brand identity/logo for the Library is about to begin and requested a volunteer from the Board to be involved in that process. Board Member Davenport expressed her willingness to participate.

Committee Reports:

The meeting minutes from the April 16, 2008 Policy Committee Meeting were reviewed. It was noted that the two Behavior Policies discussed by the committee had already been approved by the Board of Trustees and therefore it was unnecessary to bring those policies before the Board again.

Further questions regarding employee benefits surfaced. McCann noted that a full presentation by a representative from MEBS may be the best method of getting answers. The Board requested that this presentation not take place on the same day as a regular Board meeting. McCann will attempt to schedule a presentation for mid-May.

The Finance Committee's preliminary meeting minutes from April 14, 2008 and from April 29, 2008 were reviewed. Issues regarding the minutes of these meetings will be discussed at the next Finance Committee Meeting.

Old Business:

McCann distributed a letter from the Gerald Alcock Company dated May 2, 2008 that states their desire to continue negotiations for the purchase of the Fourth Street property. While the letter is not a formal and binding purchase agreement, it states their intention to issue a formal and binding purchase agreement if the Library Board of Trustees can accept their basic economic terms of \$435,000.00 for the property. Davenport moved that a letter of response should be drafted and sent to the Gerald Alcock Company, stating that the Board of Trustees finds their economic terms to be agreeable. Second by DeAngelo. Discussion ensued. A vote was taken. Aye=all, nay=none. Motion carried.

The Holzheimer Bolek + Meehan letter dated March 10, 2008 was reviewed and discussed. It was suggested that attorney review of the original architect contract may provide some insight as to how the Board should proceed. McCann agreed to forward the original contract to the Library's attorneys for their input.

McCann provided to the Board the potential Conflict of Interest Policy along with attorney advice on the subject and an amended Conflict of Interest Policy. Cousins moved to postpone discussion on the potential Conflict of Interest Policy until the June 2, 2008 Regular Board Meeting. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

New Business:

McCann presented an April 16, 2008 Village of Dexter letter and a notice of public hearing, both regarding an Industrial Facilities Exemption Certificate. McCann reminded the Board that historically they have taken a “no response” philosophy to these types of tax exemptions. The Board consensus was to acknowledge that the notice has been received and to take no further action.

Friends Report:

Davis reported a slow book sale day the prior Saturday with only \$264.00 earned for the day, but the month of April brought in almost \$845.00. Davis also reported that there will be no book sale in the month of July to gear up for the big sale during Dexter Daze.

Public Comment: None.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Patricia Cousins,
Secretary

Kimberly Swoverland
Recording Secretary