

Dexter District Library
Board of Trustees
Meeting Minutes
February 5, 2007

President Davis called the meeting to order at 7:30 p.m.

Members Present: Linda Chapman, Pat Cousins, Barbara Davenport, Marty Davis,
Jim LaVoie

Members Absent: Mike DeAngelo, Donna Palmer, Rosemary Quigley

Others Present: Paul McCann, Allison Brueckner, Kim Swoverland, Gordon Darr

Davis called for additions to the agenda. No additions were requested. LaVoie 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 January 8, 2007 regular Board meeting. No corrections were requested. Chapman moved to approve the minutes from the January 8, 2007 regular Board meeting. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

Public Comment

Mr. Gordon Darr introduced himself as the new Marketing Director of the Dexter Area Chamber of Commerce. As a representative of the Chamber, Mr. Darr expressed his intent to further develop a partnership between the Chamber and the Dexter District Library with the common objective being the support and promotion of the Dexter Community. The Library Board thanked Mr. Darr for his comments and stated their belief that the Chamber and the Library have been good resources for each other in the past and would continue in this manner.

Presentation

Ms. Allison Brueckner gave a presentation of the newly redesigned Dexter District Library website. The website was demonstrated via overhead projector with a general overview of the site's new features. Ms. Brueckner answered questions to the satisfaction of the Board. The Board thanked Ms. Brueckner for her presentation and praised the new website design. The target date for the new site (www.dexter.lib.mi.us) to be up and running is February 12, 2007.

New Library Facility Update

McCann reviewed the ongoing process of workspace layout and how the staff was able to have input into their work areas. A meeting on the HVAC system concluded that the Board should consider a Direct Exchange System (DX System). McCann explained features of this method of heating and cooling and how it may be feasible for the new facility. McCann expressed his satisfaction that the work area and HVAC meetings were productive.

McCann noted a change in the window design. The number of horizontal mullions has been reduced, making the individual panes of glass larger and reducing the cost.

Chapman expressed that it also made the windows more visually appealing.

LaVoie asked for clarification on the projector screen in the children's area of the new facility. McCann stated that a TV monitor would be more useful in the children's area, but that a pull down projector screen is still in the plans for the adult meeting/conference room.

LaVoie asked for definition of Ellison Die. McCann responded that it is used for cutting various shapes out of paper and is mostly used for children's programming. The Dexter Library does not own this equipment at this time, but uses one at the Washtenaw Intermediate School District Teacher's Workroom.

McCann stated that the Board will need to consider how it will handle the process of opening the bids for sitework and construction. The Dexter Senior Center was suggested as a possible option for the opening of bid packages as it would afford plenty of parking space for waiting contractors and would not disturb library patrons during the process.

Treasurer's Report

LaVoie reviewed the written Treasurer's report.

Davis called for questions regarding the bills paid during the month of January. The Board had no questions. Chapman moved to approve the bills paid during the month of January. Second by Lavoie. A vote was taken. Aye=all, nay=none. Motion carried.

There were no budget changes.

No reimbursements were requested.

LaVoie asked for clarification of the line item of "advertising" in the statement of operations – if this includes the cost of the newsletter. McCann responded that the incurred advertising costs were from the phone directory and from classified ads for the administrative assistant position, not from the newsletter. This led to a brief discussion of future newsletter format, printed vs. electronic, with each form having its own value and reaching a different demographic.

LaVoie inquired as to recently signed checks that should appear under “architectural fees” in the January statement of operations. McCann responded that they would appear in the statement for February, not January, because February 2nd was the date indicated on the checks.

Director’s Report

McCann reviewed the written director’s report.

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

January 2007 Circulation

Adult Books	3390
Young Adult Books	717
Children's Books	6710
Magazines	314
Videos	2648
DVD	2807
Books on Tape	296
Books on CD	432
Music CD	1404
Interlibrary Loans	1548
Renewals	2532
Total	22798
In-house use	688
Library visits	7010

McCann also reported the Library staff answered 704 reference questions, added 845 items to the collection and withdrew 435 items from the collection (bringing the total number of items in the collection to 60,652) and registered 96 new Library card holders (bringing the total number of registered borrowers to 7,980.) The Library’s Internet computers were used 1,454 times.

McCann reported hiring Kim Swoverland as the new administrative assistant.

McCann made the board aware of a recent patron complaint regarding service. The board, being satisfied with the Library Director’s response and handling of this complaint, deemed that no further discussion was necessary.

McCann reviewed the donations to the Library’s designated fund at the Ann Arbor Area Community Foundation.

McCann reported that the Michigan Library Association has hired a new lobbying firm to promote the interests of all libraries with regards to State Legislation.

Committee Reports

There were no committee meetings in January to report.

McCann requested that the Policy Committee consider discussing a “Records Retention Policy” in the near future.

Old Business

There was no old business.

New Business

There was no new business.

Friends Report

Davis reported that the Friends of the Library had another successful month. The monthly book sale held on Saturday, February 3, 2007 brought in \$462.75. Daily shelf sales for the month of January totaled \$213.00 and the books sold on consignment made \$168.55. The next Friends meeting is scheduled for Wednesday, February 14, 2007 at 9:00 a.m.

There was no public comment.

The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Pat Cousins,
Secretary

Kimberly Swoverland,
Recording Secretary