

**Dexter District Library
Board of Trustees
Meeting Minutes
May 7, 2007**

President Davis called the meeting to order at 7:40 p.m.

Members Present: Pat Cousins, Barbara Davenport, Marty Davis, Mike DeAngelo,
Jim LaVoie, Donna Palmer, Rosemary Quigley,
Linda Chapman arrived at 7:44 p.m.

Members Absent: None.

Others Present: Paul McCann arrived at 7:46 p.m., Kim Swoverland

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

Davis called for corrections to the minutes of the April 2, 2007 regular Board meeting. No corrections were requested. Palmer moved to approve the minutes from the April 2, 2007 regular Board meeting. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for corrections to the minutes of the April 25, 2007 special Board meeting. No corrections were requested. Davenport moved to approve the minutes from the April 25, 2007 special Board meeting. Second by Cousins. A vote was taken. Aye=all, nay=none. Motion carried.

Public Comment: None.

New Library Facility Update:

McCann updated the Board on the plans for the ground-breaking ceremony set for May 12, 2007 at 12:30 p.m. Representative Pam Byrnes and County Commissioner Mark Ouimet are expected to say a few words at the ceremony, as well as a brief history of the Library to be given by Library Board President Davis.

McCann noted that the timeline for the completion of the construction has too many variables to be set with any accuracy, but the Board can reasonably expect the new facility to be at the final stages by late summer/early fall of 2008.

McCann also expressed satisfaction with the Facilities Committee Meeting that took place earlier in the day, stating that many areas of the detail work were covered, including hardware, lighting and tile choices.

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 bills paid during the month of April. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

Budget changes: For the necessary tear-off and replacement of the current Library's roof, the Board is requested to add \$11,000.00 to the budgeted balance of line #001-6115 Building Repair, changing that line's budgeted balance from \$5200.00 to \$16,200.00. The motion and vote for this budget change took place during the Finance Committee Report in the agenda.

No reimbursements were requested.

Director's Report:

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

April 2007	
Circulation Statistics	
Adult Books	3496
Young Adult Books	838
Children's Books	6253
Magazines	273
Videos	2454
DVD	2667
Books on Tape	301
Books on CD	490
Music CD	1433
Interlibrary Loans	1468
Renewals	2736
Total	22409
In-house use	873
Library visits	7398

In addition, the Library staff answered 658 reference questions, added 595 items into the collection and withdrew 308 items from the collection, bringing the total number of items in the collection to 61,797. Staff also registered 86 new library card holders, bringing the total number of registered borrowers to 8,088. The Library's Internet computers were used 1,026 times.

McCann reviewed the written Director's Report.

Items of discussion included the logistics of how the staff will handle money in the new facility and how the staff can best maintain patron privacy.

The financial difficulties of TLN were also discussed, with McCann stating that TLN will utilize their reserve funds in order to continue the current level of service through this fiscal year. TLN

will develop models depicting various reduced levels of service and/or increased costs to local libraries to be decided upon and implemented for the following fiscal year.

The Board also discussed landscaping issues at the current building and stressed the need for low-maintenance landscaping at the new facility.

DeAngelo excused himself from the meeting at 8:30 p.m.

Committee Reports:

The Policy Committee Meeting Minutes from April 18, 2007 were reviewed. Davis called for discussion regarding the Policy Committee's recommendation to only allow the meeting rooms in the new facility to be used during the Library's normal hours of operation. It was noted that this policy is intended to be a "starting point" and can be re-evaluated if there is significant demand from the community for extended meeting room hours. LaVoie moved that the Board accept the Policy Committee's recommendation to allow the meeting rooms to be utilized only during normal hours of operation. Second by Palmer. A vote was taken. Aye=6, nay=1. Motion carried.

It was requested that the Policy Committee continue to discuss having a deposit requirement for meeting room reservations.

The Finance Committee Meeting Minutes from April 19, 2007 were reviewed. Davis called for discussion regarding the Finance Committee's recommendation that \$300,000 be allocated from the fiscal year 2006-2007 budget. LaVoie moved to transfer surplus 2006-2007 budget income to the Smith-Barney general operations portfolio, noting that \$300,000.00 of said funds is designated for non-construction enhancements to the Alpine Street building project. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

Davis called for discussion on the Finance Committee's recommendation of a budget adjustment for the maintenance issue of roof replacement. LaVoie moved that \$11,000.00 be added to line #001-6115 Building Repair to cover the cost of roof replacement at the current Library building. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

Old Business:

The appraisal of the current Library building on Fourth Street has been completed. McCann made the appraisal report available for Board Members to review.

McCann reviewed the roofing bids that were submitted, with the lowest bid being R.D. Kleinschmidt Inc. at \$9,965.00. The Board requested that McCann inquire as to Kleinschmidt's price for plywood underlayment should any need to be replaced. Davis called for questions and discussion on the roofing quotes. Quigley moved to award the contract for roof replacement to R.D. Kleinschmidt Inc, provided that their pricing for plywood underlayment falls within reasonable bounds. Second by Cousins. A vote was taken. Aye=all, nay=none. Motion carried.

McCann brought to the Board's attention that Sunday, May 27, 2007 is a planned shut-down day for the circulation system. Davenport moved that the Library be closed on Sunday, May 27, 2007 due to the inability of the Library to provide a minimum standard of service on that date. Second by Quigley. A vote was taken. Aye=6, nay=1. Motion carried.

New Business:

McCann stated that fluctuating State Of Michigan decisions regarding taxation have put the Library into a position of shifting a 1/10 bond mil tax collection to July 2007.

Davis called for discussion. Davenport moved that the Library Board approve the collection of 1/10 mil in July 2007. Second by Palmer. A vote was taken. Aye=6, nay=1. Motion carried.

The Board asked McCann to look at the legality of paying this issue out of general operating funds and waiting until the December tax collection for the next debt levy.

McCann made the Board aware of a recent letter from the Village of Dexter regarding an Industrial Facilities Tax Exemption Certificate for QC Corporation. The Board consensus was to take no position.

Friends Report:

Davis reported that the Friends of the Library had another successful month. Daily shelf sales brought in \$318.00 and the books sold on consignment totaled \$198.50. The book sale on April 14, 2007 netted \$463.25 and the May 5, 2007 book sale brought in \$329.50.

Public Comment: None.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Pat Cousins,
Secretary

Kimberly Swoverland,
Recording Secretary