

**Dexter District Library**  
**Board of Trustees**  
**Meeting Minutes**  
July 9, 2007

President Davis called the meeting to order at 7:32

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

Members Absent: Donna Palmer

Other Present: Paul McCann, Kim Swoverland

Davis called for additions to the agenda. McCann requested the addition of Arbitrage under New Business. 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 June 4, 2007 regular Board meeting. No corrections were requested. Cousins moved to approve the minutes from the June 4, 2007 regular Board meeting. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

**Public Comment:** None.

**New Library Facility Update:**

McCann updated the Board on the progress that has recently taken place at the building site. The underground water retention system is currently being installed. There have only been a few minor glitches in the site work, one of which was that the first four feet of surface soils could not be deposited at the landfill without being tested first for contaminants. OHM has been monitoring the site work nearly continuously. An electrical box has been approved by DTE and set in place, allowing for O'Neal Construction to have access to adequate electricity for their work trailer at the site.

McCann reviewed the highlights of the Bi-Weekly Construction Meetings and reported that the retaining wall work will begin next week. The Bid Opening for Building Construction has been re-scheduled for July 17, 2007 at 2:00 p.m. at the Dexter Senior Citizens Center. The re-scheduling was done to accommodate the Fourth of July Holiday and has resulted in a much higher number of contractors expressing interest in submitting bids.

The Facilities Committee did not meet in the month of June. It was suggested that the Facilities Committee may need to review the money that is available for the construction

project. The possibility exists that enough money may be available to reinstate several features that had previously been eliminated from the building plans. The Board agreed that this review of available money should be done in a timely manner, before the construction process is too far along to make adjustments in the building project.

**Treasurer's Report:**

LaVoie reviewed the written treasurer's report.

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

There were no budget changes.

No reimbursements were requested. The issue of how to handle medical and dental reimbursements was discussed at length. To reach a balance of employee privacy regarding health issues and Board approval of medical and dental reimbursements, Board consensus was that the medical and dental bills could be submitted for reimbursement approval with any sensitive information blocked out.

**Director's Report:**

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

<b>June 2007</b>	
Circulation Statistics	
Adult Books	3765
Young Adult Books	1257
Children's Books	9196
Magazines	361
Videos	2295
DVD	2814
Books on Tape	366
Books on CD	528
Music CD	1588
Interlibrary Loans	1490
Renewals	2540
<b>Total</b>	<b>26200</b>
In-house use	969
Library visits	8897

McCann also reported the Library staff answered 780 reference questions, added 1028 items to the collection and withdrew 371 items from the collection (bringing the total number of items in the collection to 62,896). New Library card holders registered was

128, bringing the total number of registered borrowers to 8183. The Library's Internet computers were used 1099 times.

McCann reviewed the written director's report.

McCann noted the ongoing discussions and meetings that are taking place to forge the future path for TLN.

McCann reported that staff evaluations and recommendations for wage adjustments have been completed. McCann answered questions about staff wage adjustments to the Board's satisfaction. LaVoie moved to approve the employee wage increases as presented by the Library Director. Second by Cousins. A vote was taken. Aye=all, nay=none. Motion carried.

In addition, it was suggested that the Board should begin thinking about the evaluation of the Library Director, keeping in mind that the director's anniversary of employment takes place in December.

#### **Committee Reports:**

The Policy Committee did not meet for the month of June. The Board agreed that the Policy Committee would meet next on July 25, 2007 instead of the previously planned date of July 18, 2007

The Finance Committee Meeting Minutes for June 21, 2007 were reviewed. The Board agreed that the Finance Committee Meeting for July 19, 2007 would meet 30 minutes earlier at 8:00 am to allow for more time for the discussion of the 2007-2008 budget.

#### **Old Business:**

McCann notified the Board that the company that provided a professional appraisal of the current Library facility has expressed an interest in purchasing the property. The Board consensus was that the appraisal figures were in line with the Board's expectations, and therefore it was not felt that the company may have under-appraised the building for their advantage. McCann requested the Board's input as to the next step that should be taken in the process of putting the Library up for sale. Board discussion centered on obtaining the opinion of a Commercial Real Estate Agent as to the current market value. Chapman moved to seek a Commercial Real Estate Appraisal of the Library's market value, with the cost of the appraisal not to exceed \$500.00. Second by Davenport. A vote was taken. Aye=all, nay=none. Motion carried.

McCann reported that the roofing project at the current Library facility has been satisfactorily completed.

#### **New Business:**

Regarding the issue of arbitrage, McCann recommended that the Board enlist the services of professionals to help determine where the Library will stand financially. LaVoie moved that the Library should enter into a contract with AMTEC in the amount of \$2400.00 for their services of determining the Library's financial standing with arbitrage. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

**Friends Report:**

Davis reported that no book sale took place in June.

**Public Comment:** None.

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Pat Cousins,  
Secretary

Kimberly Swoverland,  
Recording Secretary