

**Dexter District Library
Board of Trustees
Meeting Minutes
September 10, 2007**

President Davis called the meeting to order at 7:28 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

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

Davis called for corrections to the minutes of the August 6, 2007 Regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the August 6, 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 gave a brief review of the past month's progress at the new library building site. Several dead trees at the site are scheduled to be removed. DTE is now involved in the project although there have been multiple personnel changes for the DTE project manager. Concrete work is behind schedule by about a week but the Construction Manager is closely monitoring the situation.

McCann presented the Board with the current updated contract between O'Neal Construction and the Dexter District Library, encompassing items associated with bid pack two and revising the guaranteed maximum price. Davis called for questions/discussion regarding this contract. Questions were answered to the Board's satisfaction. LaVoie moved that the contract between O'Neal Construction and the Dexter District Library be approved and signed as presented. Second by Quigley. A vote was taken. Aye=all, nay=none. Motion carried.

McCann provided the minutes from the August 20, 2007 Facilities Committee Meeting for the Board's review. Several Board members noticed some discrepancies contained in the minutes and requested that McCann contact the architects for these discrepancies to

be corrected. It was noted that the next Facilities Committee Meeting will take place on September 18, 2007 at 4:30 p.m.

Treasurer's Report

LaVoie reviewed the written Treasurer's report.

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

McCann presented to the Board the budget changes necessary to bring individual budget lines into balance as we approach the end of the 2006-2007 fiscal year. McCann noted some additional minor changes may need to be made at the October meeting, but the bulk of the 2006-07 budget changes were presented. Davis called for questions/discussion regarding the proposed budget changes. Questions were answered to the Board's satisfaction. Davenport moved to approve the following changes to the 2006-2007 budget changes:

General Operations:

Line 001-6105 – Advertising – increase the budget balance by \$311.00, from \$1,560.00 to \$1,871.00

Line 001-6130 – Equipment Purchases – increase budget balance by \$3,000.00, from \$11,960.00 to \$14,960.00

Line 001-6143 Institution Dues and Fees – increase the budget balance by \$166.00, from \$702.00 to \$868.00

Line 001-6160 Library Supplies – increase the budget balance by \$2,000.00, from \$7,426.00 to \$9,426.00

Line 001-6163 Miscellaneous – increase budget balance by \$500.00, from \$104.00 to \$604.00

Line 001-6165 Postage – increase budget balance by \$100.00, from \$1,176.00 to \$1,276.00

Line 001-6174 Bookkeeping Services – increase budget balance by \$600.00, from \$7,200.00 to \$7,800.00

Line 001-6175 Professional Services – increase budget balance by \$1,000, from \$5,720.00 to \$6,720.00

Increase Total operating expense line by \$7,281.00, from 467,087.00 to \$474,368

Increase total expenses line by \$7,281.00, from \$594,469.00 to \$601,750.00

Debt Service

Create an opening balance line of \$156,248.00

Increase total revenue line by \$156,248.00, from \$322,978.00 to \$479,226.00

Line 003-6163 Miscellaneous – increase budget balance by \$17.00, from \$17.00 to \$34.00

Increase total operating expense line by \$17.00, from \$479,209.00 to \$479,226.00

Increase total revenue line to match above on summary page to \$479,226.00

Increase total expenses line by \$17.00, from \$479,209.00 to \$479,226.00

Second by Palmer. A vote was taken. Aye=all, nay=none. Motion carried.

No reimbursements were requested.

Director's Report

McCann reviewed the written director's report.

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

August 2007	
Circulation Statistics	
Adult Books	4000
Young Adult Books	1151
Children's Books	8012
Magazines	382
Videos	2337
DVD	3440
Books on Tape	352
Books on CD	576
Music CD	1431
Interlibrary Loans	1635
Renewals	2885
Total	26201
In-house use	784
Library visits	8343

McCann also reported the Library staff answered 721 reference questions, added 654 items to the collection and withdrew 584 items from the collection, bringing the total number of items in the collection to 63,672. Staff also registered 88 new Library card holders, bringing the total number of registered borrowers to 8,227. The Library's Internet computers were used 1,213 times.

McCann reported that he has been asked to serve on the TLN Steering Committee. McCann highlighted his concerns for the future of TLN and the shared automation system. McCann anticipates his time commitment to be approximately one meeting per month lasting 1-2 hours per month, plus travel and preparation time.

Committee Reports

The Policy Committee did not meet in the month of August. The next meeting is scheduled to be September 19, 2007 at 3:00 p.m. It was requested that the Policy Committee discuss the use and disposal of the board packets in both electronic and paper form.

The Finance Committee meeting minutes from August 16, 2007 were reviewed. It was noted that the Finance Committee made the recommendation to allow \$600,000 to be used by the Facilities Committee to make additions to the construction project. LaVoie moved to accept the recommendation of the Finance Committee to use an additional \$600,000 for additions to the building project. Second by Chapman. A vote was taken. Aye=all, nay=none. Motion carried.

Old Business

The 2007-2008 Budget hearing held September 10, 2007 at 7:00 p.m. as advertised resulted in no public comment. McCann reported that all the necessary steps as required by law have been taken, making the preliminary 2007-2008 budget eligible for final Board approval. Davis called for questions/discussion regarding the proposed budget. Questions were answered to the Board's satisfaction. Quigley moved to approve the budget for the 2007-2008 fiscal year. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

McCann presented for the Board's review the L-4029 forms for the 2007 tax rate request for both Washtenaw and Livingston Counties. Davis called for questions/discussion regarding the tax rate request forms. Questions were answered to the Board's satisfaction. Davenport moved to approve the L-4029 forms for the 2007 tax rate request for both Washtenaw and Livingston Counties. Second by LaVoie. A vote was taken. Aye=all, nay=none. Motion carried.

McCann reported that the company contracted to calculate the Library's arbitrage obligation has completed their initial review. They are projecting that the Library will owe slightly over \$73,000. McCann reminded the Board that this figure may rise or fall according to future financial gains with the Library's investment interest.

Davis reported that the director's evaluation forms have all been turned in and were highly positive. The forms will be brought to the next regular Board meeting on October 1, 2007 and will be used to discuss the director's salary increase.

New Business:

Regarding the future sale of the current Library building, McCann reported that he consulted legal representation regarding the guidelines for closed session meetings and that it is not legal to go into closed session to discuss the sale or listing for sale of public property. McCann noted that he recently met with a Commercial Real Estate Agent, John Evans of Swisher Commercial Real Estate, to gather his professional opinion on the current market value of the property and building. The Board discussed several options as to how to proceed and requested that McCann acquire more information from the realtor.

Friends Report

Davis reported that the Friends of the Library had a successful tent sale during Dexter Daze bringing in \$1875.00

Public Comment: None.

The meeting was adjourned at 9:55 p.m.

Respectfully submitted,

Patricia Cousins,
Secretary

Kimberly Swoverland,
Recording Secretary