

Dexter District Library Board of Trustees
Meeting Minutes
August 31, 2020
7:00 p.m.

Members Present: Pat Cousins, Cassy Korinek, Sherry Simpson, Rosemary Quigley, Shelly Vrsek

Members Absent: Barbara Davenport, Jim LaVoie, Donna Palmer

Others Present: Paul McCann, Library Director
Kim Swoverland, Recording Secretary

Due to the continuing COVID-19 restrictions, and the closure of the Library building to the public, this meeting was conducted through online video conferencing via Zoom. Meeting details and instructions for joining the meeting were publicized on the Library's website, as was the meeting agenda and Board packet.

In President LaVoie's absence, Vice-President Vrsek was named acting President. Acting President Vrsek called the meeting to order at 7:04 p.m.

Vrsek called for additions/changes to the presented agenda. Simpson moved to approve the agenda as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the August 3, 2020 regular Board Meeting. No corrections were requested. Quigley moved to approve the minutes from the August 3, 2020 regular Board Meeting as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent= 3. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann joined the Friends at their virtual meeting on August 26, 2020 where he presented a list of potential purchases for the Friends to sponsor. A check for \$13,356.59 has been received and will be deposited in the coming days. Currently the Friends are hesitant to resume book donation and book sorting duties due to concerns for safety of the volunteers. Until the Friends used book sales can resume and the donated books can go out, it doesn't make sense to begin accepting donations.

Treasurer's Report: McCann presented the Treasurer's report for August 2020. Balance Sheets and Statements of Operation were provided for the months of July 2020 and August 2020 for both 101 General Operations and 301 Debt Service. The paid bills for August 2020 were reviewed.

Treasurer's Report continued: Cousins moved to approve the bills paid during the month of August 2020. Second by Simpson. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Michigan CLASS: End of the month statements were not available due to the meeting occurring prior to the end of the month.

Budget Changes: None.

Reimbursements: None.

Director's Report: The written director's report for August 2020 was reviewed.

Circulation Statistics: Statistics for August 2020 include:

August 2020	August
Circulation Statistics	
Adult Books	2819
Young Adult Books	479
Children's Books	3957
Magazines	61
DVD	1086
Books on CD	265
Music CD	113
Realia/Objects/Equip	18
Overdrive	2947
hoopla	1945
RBDigital	
mag/audio	513
Kanopy	619
Renewals via web	2536
In-House	4609
Total	21967
Library visits	2624
Reference questions	716
Items withdrawn	13
New items added	963
Total holdings	112669
New cards issued	28
Total card holders	11218
Internet usage	141
Museum/Park Pass	4
Web site visits	9007
Program attendance	383
Fax	10
ILL lent out	6045
ILL borrowed	4176
In-house renewals	298

Personnel / Anniversaries: McCann informed the Board that the following staff members will be reaching their anniversary date of hire in the month of September: Circulation Supervisor, Mary Graulich (26 years), Youth Reference Librarian Kathy Ratliff (5 years), Circulation Library Assistant, Melissa Shaieb (1 year). No board action was necessary due to the Jan 2020 wage rate adjustments.

Columbus Metropolitan Library/Battelle Study on COVID-19 and Library Materials: The latest results show the virus can remain viable on certain plastics for up to 5 days, therefore the quarantine period of returned materials has been increased to 7 days to ensure all materials have had enough time to de-contaminate before being handled and returned into circulation.

Re-opening the Library Building to the Public: McCann requested Board input as to re-opening the Library Building to the public. Board consensus was that McCann has taken a careful approach and has followed the Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan. Utilizing limits on the number of patrons that can be in the building at any given time and/or time limits for computer usage, the Board was in support of trying for re-opening in approximately a month's time. Mask-wearing will be mandatory for access into the building. For those who cannot wear a mask, or who choose not to, alternative services will be provided.

Committee Reports:

Facilities Committee did not meet in the month of August 2020.

Finance Committee did not meet in the month of August 2020.

Policy Committee meeting minutes from August 27, 2020 were included and reviewed.

Old Business:

HVAC Controls: Peter Basso Associates Consulting Engineers have been at work designing the scope of the project and arranged for an on-site walkthrough for prospective contractors on August 21, 2020. Eleven different companies participated in the walkthrough prior to formulating their bids on the project. Bids are due on September 3, 2020. After opening the bids, Peter Basso Associates will vet the contractors and provide their recommendations. The information will go to the Facilities Committee in September and the final contract award will happen at the October 2020 regular Board Meeting.

Adoption of the 2020 – 2021 Budget: McCann informed the Board the proposed budget for the 2020-2021 fiscal year was made available to the public for the month of August 2020. Public Notices of the budget hearing date and time were published in the Ann Arbor News on 8/16/20 and again on 8/23/20. The notice was also posted on the Library's website through the month of August. The public hearing was held at 6:30 pm on August 31, 2020 via Zoom. No members of the public attended. Simpson offered the Resolution to Adopt the Budget for General Operations and Debt Service for the 2020-2021 fiscal year as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, Nay=none, absent=3. Motion carried. See addendum for full text of the Resolution.

Approval of the 2020 L-4029 Millage Rate Request Forms: Quigley moved to approve the 2020 L-4029 Millage Rate Request Forms for both Washtenaw and Livingston Counties as presented. Seconded by Simpson. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, nay=none, absent=3. Motion carried.

Policy Committee Recommendation for One-time Change to Sick Time Policy:

The Policy Committee has proposed that sick time for eligible staff will follow the current policy, however, at the October 1, 2020 fiscal year start, each eligible employee will receive a one-time addition of 40.0 sick hours into their banks. The committee desires for employees to not come into work if they are showing COVID-19 symptoms in order to protect other staff and Library patrons. Any sick time remaining at the end of the 2020-2021 fiscal year will be subject to the normal reduction back to 160.0 maximum hours. Sick time is not paid out upon termination. Quigley moved to approve the one-time change to the Library's Sick Time Policy effective for the 2020-2021 fiscal year as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, nay=none, absent=3. Motion carried.

Policy Committee Recommendation for One-time Change to Vacation Time Policy:

The Policy Committee has proposed that eligible staff with vacation time, their vacation time maximums will remain at their normal levels, but to compensate for the inability to use vacation time for approximately half of the year, they will be paid for 50% of their vacation time over their maximum cap as of September 30, 2020 to reduce vacation time levels to their maximum year-end bank. As to the suggestion that Library Director McCann would forgo this payout so other staff may benefit, Board consensus was the Director should be included. Simpson moved to approve the one-time change to the Library's Vacation Time Policy as presented, to be implemented prior to the end of the 2019-2020 fiscal year. Second by Quigley. A roll call vote was taken. Cousins=aye, Korinek=aye, Quigley=aye, Simpson=aye, Vrsek=aye, nay=none, absent=3. Motion carried.

New Business: None.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:56 p.m.

Respectfully submitted,



Sherry Simpson,
Secretary



Kimberly Swoverland,
Recording Secretary

BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY

RESOLUTION TO ADOPT BUDGET
(GENERAL APPROPRIATIONS ACT)

At the regular meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 31st day of August, 2020, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members COUSINS, KORINEK, QUIGLEY, SIMPSON, VRSEK

ABSENT: Members DAVENPORT, LAVOIE, PALMER

The following preamble and resolution were offered by Member SIMPSON and supported by Member COUSINS:

WHEREAS, the District Library is established under the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds;

WHEREAS, the District Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the District Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the October 1, 2020 to September 30, 2021 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This resolution shall be known as the Dexter District Library General Appropriations Act.

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation (The Ann Arbor news) on August 16 and August 23, 2020, and a public hearing on the proposed budget was held on August 31, 2020.

Section 5: Estimated Revenues

Estimated library Operational Fund revenues for the fiscal year October 1, 2020 to September 30, 2021, including a voter-authorized millage of 1.0961 mills and various miscellaneous revenues, shall total \$1,62,192. The Library shall also levy an additional 0.41 mills for debt service, generating an additional \$601,759.

Section 6: Millage Levy

The Dexter District Library Board shall levy and collect the general property tax on all real and personal property within the Dexter District Library district upon the current tax roll an amount equal to 1.5061 mills as authorized under state law and approved by the electorate. The purpose of such millage levy is for all district library purposes authorized by law.

Section 7: Estimated Expenditures

Estimated library fund expenditures for fiscal year October 1, 2020 to September 30, 2021 for the various library activities (line-items) are as follows: \$1,679,259 for operational purposes and \$586,946 for debt service.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Dexter District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act (See attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Board of Trustees of the Dexter District Library adopts the fiscal year library fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend Library funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 9(a): Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$5,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

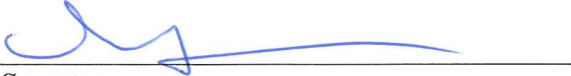
Section 15: Board Adoption

Motion made by SIMPSON, seconded by COUSINS to adopt the foregoing resolution. Upon roll call vote, the following voted aye: COUSINS, KORINEK, QUIGLEY, SIMPSON, VRSEK. The following voted nay: NONE. ACTING PRESIDENT VRSEK declared the motion carried and the resolution duly adopted on the 31st day of August 2020.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Dexter District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a special meeting held on the 31 day of August, 2020 at 7:00 p.m.


Secretary