



## Dexter District Library Board of Trustees

### Meeting Minutes

January 4, 2021

7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, Jim LaVoie (arrived at 7:58 p.m.)  
Rosemary Quigley, Sherry Simpson, Shelly Vrsek

Members Absent: Cassy Korinek, Donna Palmer

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

Due to continuing COVID-19 restrictions, 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.

President Vrsek called for additions/changes to the presented agenda. Cousins moved to approve the agenda as presented. Second by Quigley. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the December 7, 2020 regular Board Meeting. No corrections were requested. A question was asked about how to identify unknown listeners for the Zoom meetings. McCann replied that members of the virtual audience only need to be noted if they participate in some way, such as asking a question or making a comment. There was an unidentified listener/observer in the virtual audience at the December 7, 2020 meeting, but because they did not participate, they do not need to be noted in the minutes. Simpson moved to approve the minutes from the December 7, 2020 regular Board Meeting as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Public Comment:** None.

**Friends of the Library Report:** McCann reported the Friends hosted their annual meeting via Zoom on the evening of Tuesday, December 8, 2020, at which they named their Volunteer of the Year Award to outgoing Membership Coordinator, Joelle Moroz. Amy Jerome will temporarily serve as both Membership Coordinator and Recording Secretary until a new Membership Coordinator is selected.

**Treasurer's Report:** McCann presented the Treasurer's report for December 2020. Balance Sheets and Statements of Operation were provided for the months of November and December 2020 for both 101 General Operations and 301 Debt Service. The paid bills for December 2020 were reviewed. Quigley moved to approve the bills paid during the month of December 2020.

Second by Davenport. A roll call vote was taken. Cousins=aye, Davenport=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Michigan CLASS:** End of the month statements for December 2020 were not available in the Board Packet due to the New Year’s Holiday, but McCann noted the interest rates are very low.

**Budget Changes:** None.

**Reimbursements:** None.

**Director’s Report:** The written director’s report for December 2020 was reviewed.

**Circulation Statistics:** Statistics for December 2020 include:

<b>December 2020</b>	
Circulation Statistics	December
Adult Books	3162
Young Adult Books	392
Children's Books	3767
Magazines	30
DVD	1266
Books on CD	106
Music CD	311
Realia/Objects/Equip	36
Overdrive	3268
hoopla	1770
RBDigital mag/audio	359
Kanopy	894
Renewals via web	983
Auto-renewals	5650
In-House	4032
<b>Total</b>	<b>26026</b>
Library visits	2880
Reference questions	828
Items withdrawn	727
New items added	686
Total holdings	111007
New cards issued	36
Total card holders	11236
Internet usage	479
Museum/Park Pass	0
Web site visits	9228
Program attendance	479
Fax	17
ILL lent out	4059
ILL borrowed	4620
In-house renewals	144

LaVoie joined the meeting at 7:58 p.m.

**Personnel / Anniversaries:** Regarding anniversary dates of hire, McCann informed the Board the following staff members will be reaching their anniversary in the month of January 2021: Lisa Ryan, Head of Adult Services (11 years) and Mollie Hall, Youth Reference Librarian (4 years). No board action was necessary due to the Jan 2021 wage rate adjustment schedule presented later in the meeting. McCann asked for input as to this year's Director Evaluation process. Typically, the Director spends a great deal of time writing out the work that has been done, and future goals to accomplish, for the Board to review and evaluate. With the pandemic ongoing, the Board was in support of foregoing the usual evaluation process at this time. It was suggested the evaluation process could possibly occur later in the year, especially if the pandemic situation stabilizes.

**2021 Wage Rate Adjustments:** At the direction of the auditors, McCann presented the staff wage rate adjustments to be effective with the January 29, 2021 payroll. These adjustments were included within the budgeting process for the 2020-2021 fiscal year. It was noted that newly hired employees would see their wage rate increase take effect after they reach 1 year of employment. Simpson moved to accept the January 2021 Wage Rate Adjustments as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Items from Legislature and Local Municipalities:** McCann reviewed recent updates to SB1108 which deals with the Open Meetings Act, allowing public bodies to continue to hold virtual meeting through March 2021. The Dexter Township Board of Review Change Summary was provided for the Board's information.

**Committee Reports:** There were no committee meetings since the Dec 2020 Board Meeting.

#### **Old Business:**

Regarding the HVAC software controls project, work has essentially been completed and is at the punch-list wrap-up phase.

Regarding installation of UV lights for the purpose of improving indoor air quality, McCann provided a price quote for the project from Altech. McCann noted not only will the UV lights help to sanitize the air from viruses such as COVID-19, but it will also reduce bacteria and mold. The Board was in favor of pursuing the project. LaVoie moved to authorize McCann to enter into contract with Altech Mechanical for the installation of 4 UV lights into the HVAC air handling system, at a cost not to exceed \$12,500. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

The updated Holiday Pay Policy, last revised in 2007, was presented by the Policy Committee for its 2nd reading and possible approval. The policy eliminates the Sunday before Labor Day as a paid holiday, and introduces a new floating holiday. Questions were answered to the Board's satisfaction. Simpson moved to approve the Holiday Pay Policy as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Regarding Library services during the pandemic, McCann requested Board discussion and input as to making decisions for re-opening the Library for public access. It was noted Dexter Schools are planning to resume in-person learning during the month of January and that perhaps the Library should take a watchful stance to see how that goes. Board members expressed concern with not knowing the full impacts of virus spread from the Christmas and New Year's holidays and leaned toward a cautious approach. If conditions improve greatly in the coming weeks, the Board would be in favor of scheduling a special meeting toward the end of January for making re-opening decisions, otherwise Board consensus was to wait until the next regularly scheduled Board Meeting on February 1, 2021 before making any changes in Library services.

LaVoie exited the meeting at 8:41 p.m.

**New Business:** None.

**Public Comment:** None.

**Board Member Comments:** Appreciation and gratitude was expressed for the hard work the Library Director and all the staff are doing during these unusual circumstances.

**Adjournment:** Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:43 p.m.

Respectfully submitted,



Barbara Davenport,  
Secretary

Kimberly Swoverland,  
Recording Secretary