



Dexter District Library Board of Trustees

Meeting Minutes

July 6, 2021

7:00 p.m.

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.

Without a quorum, the trustees in attendance (Davenport, LaVoie, Palmer, Simpson) covered the agenda items not needing a vote:

Friends of the Library have a meeting planned later this week to hopefully start the process of scheduling volunteer book sorters and potentially having a book sale in the coming months. Much is dependent on the availability of the book sale coordinator who is caring for an ailing family member.

The June 2021 statistical charts and information was reviewed. McCann noted the sharp decline in DVD use and will be watching to see if this decline continues.

Anniversaries in the month of July include Library Assistant Nan Stoll and Library Page Anna Withrow. No Board action was necessary due to the Jan 2021 wage rate adjustments.

Board terms for Pat Cousins and Cassy Korinek will be expiring Sept 30, 2021 and McCann provided copies of the letters he sent to the City of Dexter and Dexter Community Schools.

Finance Committee meeting minutes from June 17, 2021 and July 1, 2021 were included and briefly reviewed.

Regarding the resumption of services, McCann reported some tables and chairs have been put back onto the floor and are being used by the public. More furniture is expected to be put into place over the coming weeks. Hours of operation are still under consideration.

Korinek joined the meeting at 7:47 p.m., making a quorum and the meeting was called to order.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Cassy Korinek, remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter Twp, MI
- Donna Palmer, remote from Scio Twp, MI
- Sherry Simpson, remote from Webster Twp, MI

Members absent:

- Patricia Cousins
- Rosemary Quigley
- Shelly Vrsek

Others present:

- Paul McCann, Library Director, remote from Webster Twp, MI
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI

In President Vrsek's absence, Vice-President Simpson, acting Chair, called for additions/changes to the presented agenda, noting that agenda items not needing a vote had previously been reviewed. Palmer moved to approve the agenda as presented. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Simpson called for corrections to the minutes of the June 7, 2021 regular Board Meeting (virtual). No corrections were requested. Palmer moved to approve the minutes from the June 7, 2021 regular Board Meeting as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None

Treasurer's Report: McCann presented the Treasurer's report for June 2021. Balance Sheets and Statements of Operation were provided for the months of May and June 2021 for both 101 General Operations and 301 Debt Service. The paid bills for June 2021 were reviewed. Davenport moved to approve the bills paid during the month of June 2021. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=3. Motion carried.

Michigan CLASS: End of the month statements for June 2021 were provided.

Budget Changes: None.

Reimbursements: None.

Director's Report: The written director's report for June 2021 was reviewed.

Personnel / New Hires: The interview process for the openings at the Page position in the Circulation Department has resulted in the selection of Abbey Dinsdale, and Grace Sharon. Simpson moved to approve the hiring of A. Dinsdale and G. Sharon effective June 15, 2021 as part-time Library Pages at \$9.65/hr. Second by Korinek. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=3. Motion carried.

Circulation Statistics: Stats for the months of June include:

June 2021	
Circulation Statistics	June
Adult Books	4305
Young Adult Books	1013
Children's Books	10199

Magazines	193
DVD	1736
Books on CD	458
Music CD	294
Realia/Objects/Equip	56
Overdrive	3043
hoopla	2093
Kanopy	380
Renewals via web	994
Auto-renewals	6035
In-House	2309
Total	33108

Library visits	6588
Reference questions	1702
Items withdrawn	395
New items added	921
Total holdings	111290
New cards issued	107
Total card holders	11699
Internet usage	585
Museum/Park Pass	16
Web site visits	8579
Program attendance	548
Fax	28
ILL lent out	2666
ILL borrowed	3059
In-house renewals	253

Old Business: Regarding the HVAC software controls project, an error in the final billings was discovered. McCann and Metro Controls are in communication to solve the error, but in the meantime the current payment (check # 25446) will be voided.

Staff Mask Policy: McCann requested Board input as to if Library staff should continue to be required to wear masks while in the Library, or if it should be optional. Discussion ensued. The Board came to the consensus that fully vaccinated staff members may choose to not wear face coverings while at work. All employees may choose to continue to wear face coverings while at work and the Library will continue to provide face coverings for all employees.

New Business: Regarding the Library's paper of record, in 2020 The Sun Times News had temporarily ceased print publications, making it necessary for the Library Board to name a new paper of record for placing public notices. Now that the Sun Times News is back to print publications, the trustees were in favor of returning. Davenport moved to approve the local paper, The Sun Times News as the Dexter District Library's Paper of Record. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=3. Motion Carried.

Public Comment: None.

Board Member Comments: A question was asked about how the Summer Reading Program was going. McCann gave both some statistical information and some personal observations.

Adjournment: Having completed all items on the agenda, Palmer moved to adjourn the meeting. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried, and the meeting was adjourned at 8:50 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary