



Dexter District Library Board of Trustees

Meeting Minutes

March 29, 2021 (April Meeting)

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.

President Vrsek called the meeting to order at 7:04 p.m.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Jim LaVoie, remote from Dexter Twp, MI (arrived at 7:24 p.m.)
- Donna Palmer remote from Scio Twp, MI
- Rosemary Quigley, remote from Dexter Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Webster Twp, MI

Members absent:

- Patricia Cousins
- Cassy Korinek

Others present:

- Paul McCann, Library Director, remote from Webster Twp, MI
- Kim Swoverland, Recording Secretary, attending from the Dexter District Library
- One member of the public, anonymous, made no comments

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

Vrsek called for corrections to the minutes of the March 1, 2021 regular Board Meeting. No corrections were requested. Quigley moved to approve the minutes from the March 1, 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.

Friends of the Library Report: McCann reported there was no Friends meeting in March.

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

McCann noted the new Chelsea State Bank fees for incoming transfers will be waived.

Michigan CLASS: End of the month statements for March 2021 were not available in the Board Packet due to the timing of the month end. McCann noted the interest rates continue to be extremely low.

Budget Changes: McCann requested a budget change for income account line 101-000-673 Other Misc Income. Only \$500 was originally budgeted for this line. TLN was delayed in disbursing fines paid by patrons via credit card. The fines gathered from the 2019-2020 fiscal year were not received until that fiscal year had closed. Rather than skew the current fiscal year fines line, the 2019-2020 fines income was placed into Other Misc. Income. Simpson moved to increase the budgeted balance of line 101-000-673 Other Misc Income by \$5008.22, changing that line's budgeted balance from \$500 to \$5508.22. Second by Palmer. A roll call vote was taken. Davenport=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Reimbursements: None.

LaVoie entered the meeting at 7:24 p.m. and stated his remote location as Dexter Twp, MI.

Director's Report: The written director's report for March 2021 was reviewed. McCann noted the Library re-opened to the public on Monday, February 15 and has remained open for 6 weeks. Washtenaw County has issued a local state of emergency that will allow public Boards to meet remotely through December 2021. 1st grade reader round-up is being done remotely, and the Library is also aiming to get cards into the hands of the 2nd Graders whose round-up events were cancelled last year.

Personnel / Anniversaries: Regarding anniversary dates of hire, McCann informed the Board Deborah Bigelow, Adult Reference Librarian, and Krista Pedersen, Children's Librarian, will both be reaching their anniversary dates of hire in the month of April. No board action was necessary due to the Jan 2021 wage rate adjustment schedule.

Personnel / New Hires: The interview process for the openings at the Youth Reference Desk has resulted in the selection of Anna Hinkley. LaVoie moved to approve the hiring of Anna Hinkley effective March 11, 2021 as part-time Youth Reference Librarian at \$18.25/hr. Second by Davenport. A roll call vote was taken. Davenport=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Items from Legislature and Local Municipalities: McCann provided the notice from the City of Dexter for an upcoming IFT Exemption public hearing for United Instrumentation Services, Inc. The Library Board has historically made no response to IFT Exemptions.

Circulation Statistics: Stats for the month of March were not available due to the timing of the meeting before month end. McCann will make the statistical charts available to the Board once they are completed, and they will also be included in the May 3, 2021 Board Packet.

Committee Reports: There were no committee meetings in the month of February 2021. McCann noted the Finance Committee will need to soon begin their work on the 2021-2022 fiscal year budget.

Old Business:

Regarding the HVAC software controls project, work has essentially been completed and is at the punch-list wrap-up phase. McCann noted there are boiler repairs on the horizon.

Regarding installation of UV lights for the purpose of improving indoor air quality, the work has been completed and the system is fully functional.

Regarding discussion of services, McCann is not recommending any expansion of services or hours at this time. The hours of operation for the month of April will continue as M-F 10am – 7pm, and Saturdays 10am – 2pm. The Board will re-discuss at the next Board Meeting.

New Business: Regarding the venue for future Library Board Meetings, McCann noted the many obstacles for accommodating potential members of the public if the meetings return to being held in the lower level. Holding the meetings outside might be a possibility under the right weather conditions. For the next Library Board Meeting (scheduled for May 3rd) Board consensus was to continue to utilize Zoom to meet remotely. McCann will keep the Board Meeting Venue item on future agendas for Board discussion.

Public Comment: None.

Board Member Comments: It was noted the April Library Events calendars did not include the Easter Holiday. McCann will remind the Librarians to take an inclusive stance for all major religious holidays. It was also requested for McCann to encourage the Friends of the Library to find ways to continue to participate with the Library.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:29 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary