



## Dexter District Library Board of Trustees

### Meeting Minutes

August 2, 2021

7:00 p.m.

Due to COVID-19 precautions, 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 7:02 p.m.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Cassy Korinek, (arrived at 7:21pm) remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter Twp, MI (exited at 8:48 pm)
- 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 Kent County, MI

Members absent:

- Patricia Cousins

Others present:

- Paul McCann, Library Director, attending from Dexter District Library
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI

President Vrsek called for additions/changes to the presented agenda. McCann announced additions to the agenda, including a discussion item of investments under the Treasurer's Report section of the agenda, and possible furniture replacement and possible staff bonuses under the Director's Report section of the agenda. Quigley moved to approve the agenda as amended. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the July 6, 2021 regular Board Meeting (virtual). No corrections were requested. Simpson moved to approve the minutes from the July 6, 2021 regular Board Meeting (virtual) as presented. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Public Comment:** There was no pre-arranged public comment or general public comment.

**Friends of the Library Report:** McCann reported the Friends are making tentative plans to resume book sales. A one-day sale of existing stock has been suggested, depending on the availability of the book-sale coordinator and her team of volunteers. Many details remain to be worked out.

Korinek entered the meeting at 7:21 pm.

**Treasurer's Report:** McCann presented the Treasurer's report for July 2021. Balance Sheets and Statements of Operation were provided for the months of June and July 2021 for both 101 General Operations and 301 Debt Service. The paid bills for July 2021 were reviewed. Quigley moved to approve the bills paid during the month of July 2021. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**Michigan CLASS:** End of the month statements for July 2021 were reviewed. Rate of returns continue to be almost non-existent. A letter from Michigan CLASS, dated July 26, 2021 was provided to the Board. The letter outlines proposed amendments to the participation agreement and seeks for an approval of the amendments from the participants. After much discussion regarding "Setoff" as proposed in Article VII, Section 7.8, Library Board consensus was to vote "Not approved" to the proposed amendments.

**Budget Changes:** McCann noted the line 101-901-970 Capital Outlay Improvements was over budget due to the unanticipated project of UV light installation. LaVoie moved to increase the budgeted balance for line 101-901-970 Capital Outlay Improvements by \$2,200.00 increasing from \$21,000.00 to \$23,200.00 drawing from an intentional use of Fund Balance. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=nay, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=1. Motion carried.

**Reimbursements:** None.

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

**Personnel / Anniversaries:** Regarding anniversary dates of hire, McCann informed the Board Aileen Clark, Circulation Library Assistant (7 years), and Library Pages Whitney Sutherland (5 years) and Paige O'Connor (1 year) will all be reaching their anniversary dates of hire in the month of August. No board action was necessary due to the Jan 2021 wage rate adjustments.

**Personnel / Resignations:** McCann noted the following employees have submitted their notice of resignation: Jane Hamilton, Library Assistant, and Anna Withrow and Allison Berkholz, Library Pages. Jane Hamilton intends to remain on staff as an on-call substitute.

**Personnel / New Hires:** The interview process for the openings in the Circulation Department has resulted in the selection of Shelly Beach, Library Page and Joanne Beckman, Library Assistant. Simpson moved to approve the hiring of S. Beach effective July 8, 2021 as part-time Library Page at \$9.65/hr and J. Beckman effective July 27, 2021 as part-time Library Assistant at \$12.02/hr. Second by Quigley. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**Circulation Statistics:** Stats for the months of July include:

**July 2021**

Circulation Statistics	July
Adult Books	6675
Young Adult Books	1574
Children's Books	16498
Magazines	284
DVD	3799
Books on CD	751
Music CD	493
Realia/Objects/Equip	64
Overdrive	3094
hoopla	1932
Kanopy	560
Renewals via web	697
Auto-renewals	9941
In-House	2627
<b>Total</b>	<b>48989</b>

Library visits	7831
Reference questions	1491
Items withdrawn	332
New items added	1165
Total holdings	111382
New cards issued	92
Total card holders	11376
Internet usage	978
Museum/Park Pass	20
Web site visits	9074
Program attendance	976
Fax	23
ILL lent out	3466
ILL borrowed	4749
In-house renewals	139
Unique borrowers	1850

**Furniture Replacement:** McCann broached the subject of possibly replacing some soft upholstered patron furniture with something more easily cleanable, such as plastic or leather-type covered furniture, or perhaps finding plastic covers for the existing furniture. Due to the possible expense of furniture replacement it was suggested this discussion might best be started with the Facilities Committee. Korinek's experience with plastic-covered furniture at the schools found it to be disappointing in durability, holes were easily poked through, and cleaning was not easier. More discussion will be expected at the next Facilities Committee Meeting.

**Possible Staff Bonuses:** McCann stated he wanted to plant the seed of an idea he has been mulling. Due to reduced hours of operation, the wages budget line is running well below expectations, but the staff have been working very hard, adapting to constantly changing COVID policies, taking on new and extra COVID-related duties, and giving exceptional effort to ensure patrons have access to services and materials. McCann would expect himself to be excluded. The Board requested for the director to submit a proposal or sample bonus schedule for the Trustees to review before the next Board Meeting on August 30, 2021

**Items from Legislature and Local Municipalities:** McCann reported The Library Network held its annual membership meeting and unveiled its proposed new mission and vision statements.

**Expiring Board Terms:** McCann reported he has heard back from the City of Dexter that they have a couple of candidates they are considering for the City's open appointment to the Library Board. Korinek is not aware of the Dexter Schools discussing the issue of her possible re-appointment yet. McCann will send a reminder to Superintendent Timmis.

**Committee Reports:** Finance Committee Meeting minutes from July 22, 2021 were reviewed.

**Old Business:** Regarding discussion of general services, McCann noted he is planning to return to full open hours and the restoration of taking fines and fees at the cash register after Labor Day. Regarding Library Programming, the staff were beginning to plan for in-person events for the Fall, but with the recent up-swing of COVID cases, McCann was wondering if this would be wise. Board suggestions included: in-person, but with pre-registration to ensure smaller groups; offer some virtual events for those who do not feel comfortable being in groups; possibly offer 2 sets of story times to satisfy differing parental opinions of mask-usage; and proceed with in-person programming with the full awareness that conditions may change and events may need to be cancelled. McCann intends to meet with programming staff on Tuesday, August 3<sup>rd</sup> to get their input. Regarding the HVAC Controls project, McCann has a close-out meeting scheduled for Thursday, August 5<sup>th</sup> for a final review of the punch-list.

LaVoie exited the meeting at 8:48 p.m.

**New Business:**

**Signatory on Old National Certificate of Deposit:** Policy at Old National Bank is such that they require a motion in the Library Board Meeting Minutes in order change signatories on certificates of deposit. With Pat Cousins unable to continue as Library Treasurer, her name will need to be removed as a signatory and replaced by Acting Treasurer/Interim Treasurer LaVoie. Quigley moved to remove Treasurer Patricia Cousins as signatory for the Dexter District Library on Old National Bank Certificates of Deposit, and to replace her with Acting Treasurer/Interim Treasurer James LaVoie. Second by Korinek. A roll call vote was taken. Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried.

**Preliminary Approval of the 2021-2022 Fiscal Year Budget:** The Finance Committee presented the 2021-2022 fiscal year preliminary budget and L-4029 forms for the Board's review. Palmer moved to give preliminary approval to the 2021-2022 Fiscal Year Budget. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried.

**Virtual vs. In-Person Board Meetings:** McCann requested Board input as to continuing to host Library Board Meetings virtually, or if the Trustees would prefer to resume meeting in person. Washtenaw County Emergency Health Orders allow for public bodies to meet virtually through the end of 2021. The Board was in consensus for the next meeting on August 30, 2021 to be virtual via Zoom, and the October, November, and December meetings can be decided at a later date.

**Public Comment:** None.

**Board Member Comments:** None.

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn the meeting. Second by Quigley. A voice vote was taken. Aye=all, nay=none, absent= 2. Motion carried, and the meeting was adjourned at 9:08 pm.

Respectfully submitted,



Barbara Davenport,  
Secretary



Kimberly Swoverland,  
Recording Secretary