



**Dexter District Library Board of Trustees**  
**Meeting Minutes**  
August 1, 2022  
7:00 p.m.

Members present: Barbara Davenport, Martha Gregg, Cassy Korinek,  
Donna Palmer, Sherry Simpson  
Shelly Vrsek (arrived at 7:08 p.m.)  
Jim LaVoie (arrived at 7:46 p.m.)

Members absent: None

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

In President Vrsek's absence, Vice-President Simpson called the meeting to order at 7:01 p.m.

Simpson called for additions/changes to the presented agenda. Davenport moved to approve the meeting agenda as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Simpson called for corrections to the minutes of the June 27, 2022 regular Board Meeting (rescheduled from June 6), including the Resolution for Millage Renewal. No changes were requested. Palmer moved to approve the minutes from the June 27, 2022 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Public Comment:** None.

**Consent Agenda:** Simpson called for consideration of the Consent agenda, including the following: Library Director's narrative report, Friends of the Library report, Balance Sheets, Michigan Class report, Library statistical report, Committee meeting minutes, items from Legislature, local municipalities and other organizations, and patron comments. McCann noted MI Class interest rates have risen over the past month, and mentioned the recent discussion at the State level to raise minimum wage rates. Davenport moved to approve the Consent agenda. Second by Palmer. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=2. Motion carried.

Vrsek entered the meeting at 7:08 p.m.

**Circulation Statistics:** Statistical charts for the months of June and July 2022 were available for review:

**July 2022**

Circulation Statistics	July	June
Adult Books	4348	4243
Young Adult Books	1202	1248
Children's Books	12550	11022
Magazines	114	134
DVD	1983	1752
Books on CD	476	460
Music CD	220	216
Realia/Objects/Equip	43	45
Overdrive	3344	3087
hoopla	1919	1880
Kanopy	579	742
Renewals via web	1361	1193
Auto-renewals	10058	7720
In-House	2162	2189
<b>Total</b>	<b>40359</b>	<b>35931</b>
Library visits	12086	11753
Reference questions	2134	2391
Items withdrawn	119	734
New items added	951	1028
Total holdings	113508	112990
New cards issued	114	120
Total card holders	11870	11790
Internet usage	1999	2222
Museum/Park Pass	26	18
Web site visits	9703	11137
Program attendance	3006	2372
Fax	23	25
ILL lent out	1865	1916
ILL borrowed	2852	2576
In-house renewals	379	443
Unique borrowers	2091	2043

**Treasurer's Report:** McCann presented the current Treasurer's report. The paid bills for the end of June and the full month of July were reviewed. Simpson moved to approve the bills paid at the end of June and the month of July. Second by Palmer. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Palmer=aye, Simpson=aye, Quigley=aye, Vrsek=aye absent=1. Motion carried.

**Budget Changes:** McCann suggested a budget change for line 101-901-971 Capital Repairs Annual as outlined in the Treasurer's Report. Gregg moved to allocate \$2,500.00 from unallocated income over revenue to line item 101-901-971 Capital Repairs Annual, increasing that line's budgeted balance from \$10,000 to \$12,500. Second by Quigley. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**Reimbursements:** McCann presented a reimbursement request from Krista Pedersen for programming supplies she purchased for a children's event. Receipts for the purchase were available for review. Simpson moved to approve the reimbursement amount of \$144.43 to Krista Pedersen. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

**Personnel:** Library staff reaching their anniversary date of hire in the month of April include Library Assistants Joanne Beckman (1yr) Aileen Clark (8yrs) and Nan Stoll (17yrs), and Library Page Shelly Beach (1yr). Wage increases were included with the January wage rate adjustments and therefore no Board action was necessary for Clark, Stoll and Beach. Beckman's wage increase was on hold for her 1-year anniversary, which occurred on July 27, 2022. Davenport moved to approve increasing J. Beckman's hourly wage to \$12.50/hr. effective on her anniversary date of hire. Second by Quigley. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. McCann also noted the recent resignation of Diane Alson (13yrs) from the Adult Department. The open part-time Adult Reference Librarian position has been posted.

**Patron Comments:** None

**Old Business:** McCann reviewed the topic of the upcoming millage renewal, which will be on the ballot in November 2022, and the upcoming expiration of five Trustee Board terms.

LaVoie entered the meeting at 7:46 p.m.

**New Business:**

**Preliminary Approval of the 2022-2023 Fiscal Year Budget:** The Finance Committee presented the 2021-2022 fiscal year preliminary budget and L-4029 forms for the Board's review. Davenport moved to give preliminary approval to the 2022-2023 Fiscal Year Budget. Second by Gregg. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=0. Motion Carried.

Regarding joint programming, or partnerships with community organizations, the Library has been contacted by the Webster Township Historical Society and the Dexter Rotary Club requesting to begin thinking about ways to be mutually beneficial to each other. It was determined the 1<sup>st</sup> step should be for the Library's Policy committee to set in place guidelines for joint programming or partnerships, perhaps with language that would delineate the difference between a sponsorship relationship vs. a collaborator relationship. Other suggestions for the Policy committee to consider included allowing community partners to have an informational table at events, to make use of the Library's display cases, to have an informational box as part of the Library's newsletter, and/or to have pamphlets given out in bags at the Friends book sales. The question was asked if the Friends would consider using a community partner organization as a volunteer pool for the book sales. McCann will relay the question to the Friends group.

**Public Comment:** None

**Board Member Comments:** It was requested for the Board to consider the prior strategic plan and the resulting consideration of meeting room space reconfiguration. Plans were at the beginning stages before the onset of COVID and as of yet, meeting room usage has not returned to the same level of demand. The Board was in agreement the prior strategic plan should be reviewed. McCann suggested the early part of 2023 for strategic plan review.

**Adjournment:** Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:45 p.m.

Respectfully submitted,



Barbara Davenport,  
Secretary



Kimberly Swoverland,  
Recording Secretary