



Dexter District Library Board of Trustees

Meeting Minutes

January 8, 2024

6:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Cassy Korinek, Jim LaVoie (arrived at 6:58 pm), Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: none

Others present: Paul McCann, Library Director
Michelle Joppeck, Recording Secretary
Ailie Weaver, auditor with Maner Costerisan

President Vrsek called the meeting to order at 6:04 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Davenport moved to approve the meeting agenda as presented. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Vrsek called for corrections to the minutes of the December 4, 2023 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the December 4, 2023 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

Audit Presentation: Ailie Weaver of Maner Costerisan reviewed the 2022-2023 audit report, which concludes with an unmodified, clean opinion with no areas of concern. Questions were asked of Weaver to the Board's satisfaction.

The Board had no objections to the audit report and was in consensus to accept it as presented. Simpson moved to approve the 2022-2023 audit. Second by Palmer. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. Weaver was thanked for her time and expertise and exited the meeting at 6:29 pm.

Consent Agenda: Vrsek called for consideration of the Consent agenda, including the following: Library Director's narrative report; Friends of the Library report; Balance Sheets; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments. Davenport moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=1. Motion carried.

Circulation Statistics: Statistical charts for the month of December 2023 were available for review.

Circulation Statistics	December
Adult Books	3867
Young Adult Books	742
Children's Books	6579
Magazines	74
DVD	1670
Books on CD	358
Music CD	272
Realia/Objects/Equip	39
Overdrive	4535
hoopla	2060
Kanopy	715
Staff/Patron renewals	1515
Auto-renewals	9093
In-House	2013
Total	33532
Library visits	8707
Reference questions	1691
Items withdrawn	792
New items added	934
Total holdings	117862
New cards issued	61
Total card holders	10856
Internet usage	1106
Museum/Park Pass	5
Web site visits	8456
Program attendance	1288
Fax	47
ILL lent out	1332
ILL borrowed	2375
Unique borrowers	1635

Treasurer's Report: McCann presented the current Treasurer's report. The bills paid since the November board meeting were reviewed. Estill moved to approve the bills paid since the November board meeting. Second by Gregg. A roll call vote was taken. Korinek=aye, Palmer=aye, Gregg=aye, Simpson=aye, Estill=aye, Vrsek=aye, Davenport=aye, absent=1. Motion carried.

Budget Changes:

Gregg moved to assign \$9,028.00 from unallocated income over expenditures to line #101-790-801 – Professional Services, increasing that line’s budgeted balance from \$18,500.00 to \$27,528.00. Second by Davenport. A roll call vote was taken. Palmer=aye, Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, absent=1. Motion carried.

Estill moved to utilize \$13,000 from fund balance to line 101-901-971 – Capital Repairs Annual, increasing that line’s budgeted balance from \$0.00 to \$13,000.00. Second by Korinek. A roll call vote was taken. Gregg=aye, Estill=aye, Davenport=aye, Korinek=aye, Vrsek=aye, Simpson=aye, Palmer=aye, absent=1. Motion carried.

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of December and January include Library Director Paul McCann (29 years), Technology Librarian Scott Wright (13 years), Head of Adult Services Lisa Ryan (14 years), Head of Youth Services Ruth Jansen (4.5 years), and Library Page Ilija Malavecic (1 year). All were included in the 2023 wage rate adjustments or will be included in the 2024 wage rate adjustments therefore no Board action was necessary.

The Library hired two part-time Youth Reference Librarians starting at \$21.00/hour: Sarah Rose Gruszecki starting December 5, 2023 and Misty Kinczkowski starting January 2, 2024. Simpson moved to approve the hiring of Sarah Rose Gruszecki and Misty Kinczkowski at a starting wage of \$21.00/hour. Second by Palmer. A roll call vote was taken. Palmer=aye, Vrsek=aye, Estill=aye, Korinek=aye, Gregg=aye, Simpson=aye, Davenport=aye, absent=1. Motion carried.

Youth Reference Librarian Rachael Koskinski (8 months) and Sarah Rose Gruszecki (8 days) submitted their resignations to take full time librarian positions at other libraries. Rachael’s last day was 12/11/2023 and Rose’s last day was 12/12/2023.

Old Business:

The Strategic Planning session is starting to wrap up. The consultants will be presenting their final report on January 22, 2024. After they present the report, it will be up to the Board to decide on scheduling and prioritizing of the results.

The circulation desk repairs has encountered a bit of a hang-up. The current surface that we have has been discovered to be a floor tile on a countertop and what we have been looking at is countertop tile. The owner of Doors & Drawers has some reservations about what we had already picked out and how long and how well it will hold up compared to our current surface. They are currently looking into our options and how that will affect the cost.

Positive Pay has been held up a bit. Chelsea State Bank is changing some of their computer software so we are waiting for them to get that worked out so that we can get Positive Pay started.

McCann happened upon an Amtrak crew looking at the erosion issue while he was taking some trash out. They had a discussion about what is expected to happen if they decide to do anything about the erosion issue and it was discovered that Daily Rain ran an irrigation line off of our property and it will

get broken if Amtrak dumps the rip-rap off the tracks to fix the irrigation line. Erwin is reaching out to Daily Rain to get the irrigation line moved.

LaVoie arrived at 6:58 pm.

New Business:

McCann is still working on putting together the Director's Evaluation and will pass that out to the Board members when he is finished.

As part of the budget planning process, the Gross Payroll number was determined on a 4% pay increase across the board except for the pages who follow minimum wage. A proposed wage increase for 2024 was passed out. Davenport moved to approve the proposed wage increase schedule as passed out. Second by Palmer. A roll call vote was taken. Gregg=aye, Estill=aye, Simpson=aye, LaVoie=aye, Vrsek=aye, Korinek=aye, Davenport=aye, Palmer=aye, absent=none. Motion carried.

Public Comment: None

Board Member Comments: LaVoie wanted to acknowledge McCann's anniversary and thank him for all of his work and support.

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 7:12 pm. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=none. Motion carried.

Respectfully submitted,



Barbara Davenport,
Secretary



Michelle Joppeck,
Recording Secretary