



Dexter District Library Board of Trustees

Meeting Minutes

May 6, 2024

7:00 p.m.

Members present: Barbara Davenport (arrived at 7:02 pm), James Estill, Martha Gregg, Cassy Korinek, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Jim LaVoie

Others present: Paul McCann, Library Director
Michelle Joppeck, Recording Secretary

President Vrsek called the meeting to order at 7:01 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Palmer moved to approve the meeting agenda as presented. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Davenport arrived at 7:02 pm

Vrsek called for corrections to the minutes of the April 1, 2024 regular Board. No corrections were requested. Gregg moved to approve the minutes from the April 1, 2024 regular Board Meeting as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Public Comment: None.

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. Palmer moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Circulation Statistics: Statistical charts for the month of April 2024 were available for review. Statistics are appended to the end of the meeting minutes for formatting.

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

Budget Changes:

Gregg moved to increase the budgeted balance of line #101-901-971 – Capital Repairs Annual – allocating \$13,000 from fund balance. This will increase that line’s budgeted balance from \$15,100 to \$28,100. Second by Simpson. A roll call vote was taken. Korinek=aye, Palmer=aye, Davenport=aye, Vrsek=aye, Estill=aye, Gregg=aye, Simpson=aye, absent=1. Motion carried.

Estill moved to increase the budgeted balance of line #101-790-801 – Professional Services – allocating \$26,900 from fund balance. This will increase that line’s budgeted balance from \$27,528 to \$54,428. Second by Davenport. A roll call vote was taken. Palmer=aye, Simpson=aye, Gregg=aye, Korinek=aye, Estill=aye, Davenport=aye, Vrsek=aye, absent=1. Motion carried.

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of May include Adult Reference Librarian Amy Johnson (15 years), Circulation Assistant Sandy Colson (18 years), and Library Page Olivia Fitzgerald (1 year). All were included in the 2024 wage rate adjustments therefore no Board action was necessary.

The Library has hired MaryAnne Voss and Karen Metz as part-time Library Assistants starting at \$16.00/hour. MaryAnne Voss started on May 6, 2024 and Karen Metz is scheduled to start in June. Simpson moved to approve the hiring of MaryAnne Voss and Karen Metz at a starting wage of \$16.00/hour. Second by Gregg. A roll call vote was taken. Estill=aye, Davenport=aye, Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Gregg=aye, absent=1. Motion carried.

Youth Reference Librarian Misty Kinckowski submitted her resignation after 4 months at the Library in order to take a job with the Navy. Her last day was April 23, 2024. Library Page Haila Moazami submitted her resignation on May 6, 2024. She worked at the Library for about 2 years, but Haila’s last shift was March 16, 2024 before she took an extended leave due to medical issues.

Old Business:

McCann is confirming with our consultant from Fast Forward about the scheduling of the items in the Strategic Plan. The Board was in favor of giving the items the time they need and not forcing them all to fit into the 2-year timeline laid out in the Plan.

A quote from Doors & Drawers for the replacement circulation desk repairs was included in the Board packet. The new quote is about 10% higher than the previous quote due to the previous item being on sale at the time of that quote. The only thing McCann is still waiting for is their plan for the shields to hide the cords for the circulation computers. Doors & Drawers is confident that they can replace the counters before the Summer Reading Program starts. While they are working, it will take some juggling to make sure that all circulation procedures can still take place. Simpson moved to approve the quote from Doors & Drawers for \$23,785. Second by Palmer. A roll call vote was taken. Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, Palmer=aye, Gregg=aye, Korinek=aye, absent=1. Motion carried.

Positive Pay is still on hold. Chelsea State Bank is in the process of upgrading their software so McCann is waiting until that software has been updated to see if the requirements are different with the new software. McCann is still checking the accounts every day to make sure there are no fraudulent checks that have cleared. McCann is concerned with the amount of manipulation that is required to meet Chelsea State Bank's current Positive Pay requirements. This brings in many opportunities for errors which would cause a check to get flagged. McCann is unsure of what the Chelsea State Bank's process would be if a check gets flagged; if they contact the Library to check first or if it just gets automatically rejected and needs to be reissued. Palmer thinks that the Library needs to look at a new accounting software and/or look into a different bank.

The erosion issue has not made any recent process. It does look like the erosion has spread a bit.

Vrsek and McCann went over the Director's Evaluation before the Board meeting. Vrsek will send out the final report to the Board members after the meeting.

New Business:

The contract with Schindler Elevator for upgrading the pushbutton boards was included in the Board packet. The Board was contacted about this issue before the meeting and were in agreement to go forward with the contract. The contract says that payment would be submitted at time of agreement, but McCann called Schindler and let them know that the Library would not be sending the payment until the work has been completed. The check has been issued, but is being held until the completion of the contract. Davenport moved to approve the contract with Schindler Elevator for replacing the pushbutton boards. Second by Simpson. A roll call vote was taken. Gregg=aye, Korinek=aye, Simpson=aye, Davenport=aye, Vrsek=aye, Palmer=aye, Estill=aye, absent=1. Motion carried.

Proposed changes to the Policy on Committees as recommended by the Policy Committee was included in the Board packet for a first reading. A few things were added to the policy including a Statement of Purpose, Composition, Policy Committee Responsibilities, and Facilities Committee Responsibilities. Simpson recommended deleting the word "positions" from the Statement of Purpose section as it was a bit confusing due to the different definitions of the word "positions." Vrsek recommended changing the sentence to "The Board of Trustees assigns Board members to Committees to research and make recommendations to the Board for action." This change was acceptable to all Board members. Gregg recommended adding an "s" to the word "deletion" in number 3 under the Policy Committee's responsibilities and removing the "s" from the word "approvals" in the same section.

Proposed changes to the Materials Selection Policy as recommended by the Policy Committee was included in the Board packet for a first reading. Simpson noted that there seems to be a word missing in the added Purpose section. It was recommended to change that sentence to "Provide staff with expected guidelines for selecting materials for the Library's collection." Many of the changes to this policy consist of updating the language and criteria. A section on Displays was added per staff requests. Some punctuation and formatting changes were requested for the Weeding section to make it clearer and more consistent. McCann did ask for Board comments of the paragraph starting with "Only requests for reconsideration submitted by residents with a verifiable address within the Dexter District Library service area will be considered." The Library's attorney is not comfortable with that first sentence as there is no established case law supporting this, but McCann is concerned about groups who are not residents banding together to submit numerous Request for Material Reconsideration

forms to make a statement. McCann does acknowledge that this is a risky requirement to make. After a lengthy discussion, the Board was in agreement with McCann regarding that sentence.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 8:32 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Respectfully submitted,



Barbara Davenport,
Secretary



Michelle Joppeck,
Recording Secretary

April 2024	
Circulation Statistics	April
Adult Books	3793
Young Adult Books	727
Children's Books	8166
Magazines	101
DVD	1470
Books on CD	381
Music CD	281
Realia/Objects/Equip	49
Overdrive	4282
hoopla	2269
Kanopy	588
Staff/Patron renewals	1360
Auto-renewals	9315
In-House	955
Total	33737
Library visits	11238
Reference questions	1988
Items withdrawn	790
New items added	899
Total holdings	118084
New cards issued	79
Total card holders	10844
Internet usage	1515
Museum/Park Pass	12
Web site visits	10048
Program attendance	2384
Fax	24
ILL lent out	1798
ILL borrowed	2672
Unique borrowers	1745
Study Room Use	189