



## Dexter District Library Board of Trustees

### Meeting Minutes

June 3, 2024

7:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Jim LaVoie, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Cassy Korinek

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

President Vrsek called the meeting to order at 7:00 p.m.

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

Vrsek called for corrections to the minutes of the May 6, 2024 regular Board. No corrections were requested. Palmer moved to approve the minutes from the May 6, 2024 regular Board Meeting as presented. Second by Estill. A voice vote was taken. Aye=6, nay=none, abstain=1, 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. LaVoie moved to approve the Consent agenda. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

The potential Assistant Director position was discussed at length including what would be looked for in a candidate and what job duties an Assistant Director would have. This led to a discussion about a succession plan for the Director in case the Director was suddenly unable to fulfill his duties. More research will be made into how to proceed with a succession plan.

**Circulation Statistics:** Statistical charts for the month of May 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 LaVoie. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, LaVoie=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=1. Motion carried.

**Budget Changes:** None

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of June include Circulation Assistant Julia Janosi (2 years). Janosi was included in the 2024 wage rate adjustments therefore no Board action was necessary.

Circulation Assistant Abbey Dinsdale submitted her resignation after 3 years at the Library in order to be able to focus on her full time job. Her last day was May 30, 2024.

**Old Business:**

Simpson moved to approve the changes as presented to the Board Policy Regarding Committees. Second by Estill. A roll call vote was taken. LaVoie=aye, Estill=aye, Simpson=aye, Vrsek=aye, Davenport=aye, Gregg=aye, Palmer=aye, absent=1. Motion carried.

Palmer moved to approve the changes presented to the Material Selection Policy. Second by Gregg. After a discussion, LaVoie suggested changing the word “offensive” to “objectional” in the first sentence of the Intellectual Freedom and Censorship section. The Board was in agreement with that word change. After a discussion regarding the paragraph starting with “Only requests for reconsideration submitted by residents with a verifiable address within the Dexter District Library service area with be considered,” it was requested to add the word “residential” before address to become “verifiable residential address.” McCann was also interested in adding the following sentence to the end of that paragraph: “Only one title per form may be submitted.” Palmer and Gregg reaffirmed their motion with the preceding amendments. A roll call vote was taken. Simpson=aye, Palmer=aye, Vrsek=aye, Davenport=aye, Estill=aye, Gregg=aye, LaVoie=aye, absent=1. Motion carried.

McCann passed out a proposed timeline for working through the goals and objectives laid out in the Strategic Plan and asked the Board for their input. The Board was a little unsure about providing feedback due to not knowing all the relating things that may need taken into consideration or completed before those items can be explored or completed. McCann asked for the Board members to go through every section and pick one item to prioritize and start now. Between that feedback and feedback from staff, a revised timeline will be created. Vrsek recommended creating a Google form to allow the Board and staff to rate which items should be considered first. McCann will work with Wright on getting that setup.

Currently, Doors & Drawers is scheduled to replace the circulation countertops on June 11 and 12. They are aware that the work needs to be completed before the Summer Reading Program starts on June 14 otherwise it would need to be started after the Summer Reading Program ends.

McCann mentioned that there has been a bit of growth in the erosion, but it is still not on our property so there is nothing more the Library can do. MDOT is being kept abreast of the situation.

McCann got a call from Schindler last week from a representative saying that the invoice is overdue. McCann mentioned that he is still waiting on confirmation from our representative that the boards have been received and when the replacement will be scheduled before the check is mailed in.

**New Business:**

McCann mentioned that with the completion of Chelsea State Bank's core conversion, all of the previous emails regarding Positive Pay with Chelsea State Bank have disappeared. McCann will work on getting in contact with them regarding the any changes to the requirements for participating in the Positive Pay program with the core conversion change. McCann believes that the requirements will likely not have changed with this core conversion and feels that it is not worth the effort to participate in the program due to the amount of work and data entry that would be needed to meet their requirements. Any manipulating of the data that would need to be done would be increasing the potential for errors and canceled checks. McCann does not feel that checking the cleared checks daily is burdensome and would prefer continuing with that practice.

Prior to the core conversion, the Library had certain features turned off, such as the ability to perform transfers online. The main reasons that this was completed was for a level of comfort for the Board and for a level of comfort for the auditors. McCann asked the Board if they were comfortable with using those tools now or if the Board would like for those tools to be locked again. Vrsek and Simpson have no issue with completing electronic transactions. Palmer is opposed to electronic transactions. After a discussion, McCann stated that he will not use those features at this moment, but this discussion will continue with the Finance Committee until a decision is made and ready to be brought back to the Board.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Palmer moved to adjourn at 8:42 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

## May 2024

Circulation Statistics	May
Adult Books	3828
Young Adult Books	597
Children's Books	7296
Magazines	133
DVD	1395
Books on CD	355
Music CD	261
Realia/Objects/Equip	45
Overdrive	4426
hoopla	2304
Kanopy	491
Staff/Patron renewals	1514
Auto-renewals	8625
In-House	1164
<b>Total</b>	<b>32434</b>
Library visits	10342
Reference questions	1746
Items withdrawn	897
New items added	910
Total holdings	117478
New cards issued	73
Total card holders	10828
Internet usage	1243
Museum/Park Pass	13
Web site visits	9008
Program attendance	2369
Fax	25
ILL lent out	1674
ILL borrowed	2327
Unique borrowers	1673
Study Room Use	192