



Dexter District Library Board of Trustees

Meeting Minutes

August 5, 2024

7:00 p.m.

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

Members absent: Barbara Davenport, Cassy Korinek

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

President Vrsek called the meeting to order at 7:03 p.m.

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

Vrsek called for corrections to the minutes of the June 3, 2024 regular Board. No corrections were requested. Simpson moved to approve the minutes from the June 3, 2024 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: 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. Estill=aye, Gregg=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Circulation Statistics: Statistical charts for the month of June and July 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. Estill moved to approve the bills paid since the last board meeting. Second by Gregg. A roll call vote was taken. LaVoie=aye, Gregg=aye, Palmer=aye, Estill=aye, Vrsek=aye, Simpson=aye, absent=2. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff who reached their anniversary date of hire in the month of July include Library Assistants Joanne Beckman (3 years) and Nan Stoll (19 years). Both were included in the 2024 wage rate adjustments therefore no Board action was necessary.

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Library staff reaching their anniversary date of hire in the month of August include Library Assistants Aileen Clark (10 year), Megan Rittinger (10 years), and Jill Brown (14 year) as well as Library Pages Anna Nickerson (2 year) and Isabel McCleary (2 years). All were included in the 2024 wage rate adjustments therefore no Board action was necessary.

Due to the recent resignations of Library Assistants, Library Page Olivia Fitzgerald was promoted from Library Page to Circulation Assistant as of 6/17/2024. Her new wage as a Library Assistant is \$16.00/hour. The Library also hired Library Page Julie Rascol, whose first day was 7/2/2024, at a pay rate of \$10.33/hour. Palmer moved to approve the promotion of Olivia Fitzgerald from Library Page to Library Assistant with a wage increase to \$16.00/hour and the hiring of Julie Rascol as a Library Page with a pay rate of \$10.33/hour. Second by Simpson. A roll call vote was taken. Simpson=aye, Estill=aye, Vrsek=aye, LaVoie=aye, Gregg=aye, Palmer=aye, absent=2. Motion carried.

Library Assistants MaryAnne Voss (1 month) and Julia Janosi (2 years) submitted their resignations. MaryAnne Voss's last day was 6/19/2024 and Julia Janosi's last day was 6/13/2024.

Old Business:

A survey was sent out to Library Board members and most of the staff asking for their opinion on what items should be started first in order to help decide priority ranking of the items under each goal of the Strategic Plan. The results were included in the Board packet. McCann reviewed the current schedule for the items discussed in the Strategic Plan.

The circulation desk repairs are still ongoing. Doors & Drawers is supposed to be bringing back the computer shields tomorrow morning to see how they look. If they look good, then they will schedule to have the holes drilled to install the computer shields and cubbies. The check for Doors & Drawers has been written already, but is being held until the project is completed.

McCann does not see the benefit of participating in the Positive Pay program through Chelsea State Bank due to the amount of work needed in order to get the data to Chelsea State Bank. McCann checks the bank account daily to check for any fraudulent checks. McCann will work with Policy Committee on the new account options that have been unlocked with Chelsea State Bank's core conversion. How ACH payments could be processed with regards to the Treasurer was discussed.

The erosion area has grown, but is not growing at the rate it did last year. McCann did contact MDOT after seeing repairs happening down the track, but has not gotten a response back yet.

McCann has not heard back from Schindler. When the call button circuit boards were replaced, an alarm started happening when the door was being held open for too long. A service call was made to have that alarm turned off. When the technician was here turning off that alarm, they completed preventative maintenance as well and the Library received a \$900 bill for that. McCann is reaching out to Schindler regarding that bill. McCann does not feel that the Library should have to pay for this. The alarm is a result of the new circuit boards that were recently installed and should still be under warranty. It also took them longer than the required 1 business day to respond to the service request as

New Business:

The preliminary budget for the 2024-2025 fiscal year was discussed. All questions from Board members were answered to the Board's satisfaction. Gregg moved to approve the preliminary budget for the 2024-2025 fiscal year as presented. Second by Estill. A roll call vote was taken. Vrsek=aye, Palmer=aye, Simpson=aye, Gregg=aye, Estill=aye, LaVoie=aye, absent=2. Motion carried.

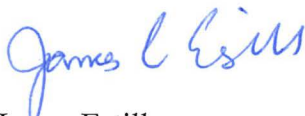
McCann discussed the Michigan Supreme Court decision regarding the minimum wage and the effect that may have on the Library's budget and wage scale. This will need to be discussed by the Finance Committee once it is more clear what exactly is going to happen.

Public Comment: None

Board Member Comments: LaVoie thanked the Finance Committee for their work in creating the budget and getting it to the Board.

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 8:24 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



James Estill,
Acting Secretary



Michelle Joppeck,
Recording Secretary

July 2024

Circulation Statistics	July	June
Adult Books	4698	4327
Young Adult Books	1248	1112
Children's Books	13807	11731
Magazines	116	101
DVD	1765	1699
Books on CD	488	494
Music CD	256	196
Realia/Objects/Equip	46	37
Overdrive	4496	4321
hoopla	2318	2233
Kanopy	751	558
Staff/Patron renewals	1926	1570
Auto-renewals	9688	7948
In-House	1243	1370
Total	42846	37697
Library visits	15286	14083
Reference questions	2665	2834
Items withdrawn	468	403
New items added	1158	856
Total holdings	117787	117559
New cards issued	111	123
Total card holders	10877	10855
Internet usage	1396	1390
Museum/Park Pass	16	19
Web site visits	11863	11430
Program attendance	4930	3092
Fax	27	36
ILL lent out	2034	1682
ILL borrowed	3153	2563
Unique borrowers	2209	2166
Study Room Use	174	167