



Dexter District Library Board of Trustees
Meeting Minutes
August 4, 2025
7:00 p.m.

Members present: Barbara Davenport, James Estill, Cassy Korinek, Donna Palmer, Sherry Simpson, Shelly Vrsek
Members absent: Martha Gregg, 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 additions or changes were requested. Davenport moved to approve the meeting agenda as presented. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the June 2, 2025 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes of the June 2, 2025 regular Board Meeting as presented. Second by Davenport. 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. Simpson moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

Circulation Statistics: Statistical charts for the month of June and July 2025 were available for review. The statistics are appended to the end of the minutes for formatting purposes.

Treasurer's Report: McCann presented the current Treasurer's report. The bills paid since the last board meeting were reviewed. Palmer moved to approve the bills paid since the last board meeting. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Budget Changes: Palmer moved to authorize the use of \$1,398.85 of Fund Balance to increase the budgeted balance of line #101-901-970 – Capital Outlay from \$62,000.00 to \$63,398.85 and authorize the use of Fund Balance to increase the budgeted balance of line #101-901-972 – Capital Replacement by \$8,279.94 to increase the budgeted balance of that line from \$0 to \$8,279.94. Second by Estill. A roll call vote was taken. Korinek=aye, Palmer=aye, Estill=aye, Simpson=aye, Davenport=aye, Vrsek=aye, absent=2. Motion carried.

Closeout Debt Service Fund: Palmer moved to close out the Debt Service account (301) and move the remaining balances in the Debt Service accounts held at Chelsea State Bank and MI Class to the General Operations (101) accounts. Second by Davenport. A roll call vote was taken. Simpson=aye, Korinek=aye, Davenport=aye, Vrsek=aye, Palmer=aye, Estill=aye, absent=2. Motion carried.

Reimbursement: None

Personnel:

Martha Gregg and Cassy Korinek’s board terms are expiring September 30, 2025. Korinek noted that she is interested in continuing to serve as a trustee. Gregg was absent, but voiced last meeting that she is interested in continuing to serve as a trustee. McCann will contact the City of Dexter to let them know that Gregg is interested in being reappointed and will contact the Dexter Community Schools to let them know that Korinek is interested in being reappointed.

Library staff who reach their anniversary date of hire in the months of July and August include Library Assistants Joanne Beckman (4 years), Nan Stoll (20 years), Aileen Clark (11 years), Jill Hall-Brown (15 years total, 1 year as a substitute), Susan Musleh (1 year) and Library Pages Julie Rascol (1 year), Abby Fillion (1 year), and Korinne Wilson (1 year). All were included in the 2025 wage rate adjustments therefore no Board action was necessary.

The Library rehired Kim Swoverland as a part-time Library Assistant starting at \$22.00/hour due to previous employment longevity. Swoverland started on 7/31/2025. Simpson moved to approve the hiring of Kim Swoverland at a starting wage of \$22.00/hour. Second by Davenport. A roll call vote was taken. Estill=aye, Davenport=aye, Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, absent=2. Motion carried.

Library Assistant Melissa Shaieb submitted her resignation effective August 30, 2025 after accepting a full-time position with Dexter Community Schools. Library Page Isabel McCleary submitted her resignation effective August 1, 2025 in order to attend Wayne State University.

Old Business:

There is no update on the Strategic Plan.

The RFID project is essentially done. It will start to be used at the circulation desk in the next few weeks.

New Business:

The preliminary budget for 2025-2026 and the 2025 L-4029 forms were reviewed and discussed. All questions from Board members were answered to the Board's satisfaction. Estill moved to approve the preliminary budget for the 2025-2026 fiscal year and 2025 L-4029 forms as presented. Second by Korinek. A roll call vote was taken. Palmer=aye, Vrsek=aye, Simpson=aye, Estill=aye, Korinek=aye, Davenport=aye, absent=2. Motion carried.

Davenport moved to allocate the unassigned fund balance of \$8,211.00 to 101-790-751 E-Books/Audio. Second by Korinek. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

McCann was approached by a patron asking if the Library would serve as a drop-off location for a Diaper Bank located in Chelsea. McCann wanted to know how the Board would feel about participating in this. The Board was not interested in participating because it does not align with the Library's mission.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 8:15 pm. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



Barbara Davenport,
Secretary



Michelle Joppeck,
Recording Secretary

July 2025

| | July | June | MoM %change |
|--------------------------|------------------|------------------|----------------|
| Circulation Statistics | | | |
| Adult Books | 4677 | 4397 | 6% |
| Young Adult Books | 1135 | 1274 | -11% |
| Children's Books | 12004 | 11577 | 4% |
| Magazines | 120 | 101 | 19% |
| DVD | 1606 | 1669 | -4% |
| Books on CD | 382 | 409 | -7% |
| Music CD | 256 | 207 | 24% |
| Realia/Objects/Equip | 56 | 46 | 22% |
| Overdrive | 4707 | 4743 | -1% |
| hoopla | 2824 | 2832 | 0% |
| Kanopy | 665 | 627 | 6% |
| Staff/Patron renewals | 1283 | 1652 | -22% |
| Auto-renewals | 9677 | 8107 | 19% |
| In-House | 1494 | 1293 | 16% |
| Total | 40886 | 38934 | 5% |
| Library visits | 15641 | 13824 | 13% |
| Reference questions | 3171 | 3412 | -7% |
| Items withdrawn | 631 | 572 | 10% |
| New items added | 865 | 873 | -1% |
| Total holdings | 113785 | 113697 | 0% |
| New cards issued | 94 | 108 | -13% |
| Total card holders | 11185 | 11337 | -1% |
| Internet usage | 1376 | 1202 | 14% |
| Museum/Park Pass | 30 | 14 | 114% |
| Web site visits | 12339 | 11429 | 8% |
| Program attendance | 5337 | 3473 | 54% |
| Fax | 27 | 13 | 108% |
| ILL lent out | 1799 | 1718 | 5% |
| ILL borrowed | 2842 | 2845 | 0% |
| Unique borrowers | 2130 | 2161 | -1% |
| Study Room Use | 194 | 188 | 3% |
| Total monthly ROI | \$590,423 | \$569,660 | |