



**Dexter District Library Board of Trustees**

**Meeting Minutes**

March 2, 2020

7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, Cassy Korinek (arrived at 7:05 p.m.)  
Donna Palmer, Rosemary Quigley, Shelly Vrsek

Members Absent: James LaVoie, Sherry Simpson

Others Present: Paul McCann, Library Director  
Kim Swoverland, Recording Secretary

In President LaVoie's absence, Vice-President Vrsek called the meeting to order at 7:01 p.m.  
In Secretary Simpson's absence, Davenport was named Acting Secretary.

Vrsek called for additions/changes to the presented agenda. McCann listed several additions to the agenda, including a MI CLASS form, a letter from Foster/Swift attorneys, a quote from Hearthside Designs, and a quote from HB+M architects. Palmer moved to approve the agenda as amended. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the February 3, 2020 regular Board Meeting. No corrections were requested. Quigley moved to approve the minutes from the February 3, 2020 regular Board Meeting as presented. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Korinek entered the meeting at 7:05 p.m.

**Public Comment:** None.

**Friends of the Library Report:** McCann reviewed the FDDL Treasurer's Report as of January 31, 2020. The Friends have a used book sale coming up on March 7, 2020, and there was a Friends meeting on February 25, 2020.

**Treasurer's Report:** McCann presented the Treasurer's report for February 2020. Balance Sheets and Statements of Operation were provided for the months of January 2020 and February 2020 for both 101 General Operations and 301 Debt Service. The paid bills for February 2020 were reviewed. Cousins moved to approve the bills paid during the month of February 2020. Second by Quigley. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Budget Changes:** None.

**Reimbursements:** McCann presented a reimbursement request of \$219.39 by K. Swoverland for the purchase of food for the Feb 17, 2020 all-staff training day. Palmer moved to approve the reimbursement to K. Swoverland in the amount of \$219.39. Second by Korinek. A vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Michigan CLASS:** Statements for February 2020 were provided and reviewed. The Debt Service account with MI CLASS was successfully opened toward the end of February with \$450,000 wire transferred from CSB. McCann provided a vendor account form for Treasurer Cousins to sign, giving authorization for the Bond Payment to be paid to Huntington Bank directly from the MI CLASS Debt Service Account

**Circulation Statistics:** Statistics for February 2020 include:

<b>February 2020</b>	
Circulation Statistics	February
Adult Books	4824
Young Adult Books	784
Children's Books	8819
Magazines	121
DVD	3492
Books on CD	593
Music CD	426
Realia/Objects/Equip	7
Overdrive	2475
hoopla	846
RBDigital magazines	969
Kanopy	346
Renewals via web	3590
In-House	2296
<b>Total</b>	<b>29588</b>
Library visits	12246
Reference questions	2130
Items withdrawn	712
New items added	1013
Total holdings	111831
New cards issued	79
Total card holders	11095
Internet usage	2751
Museum/Park Pass	0
Web site visits	9054
Program attendance	2147
Fax	47
ILL lent out	1597
ILL borrowed	3121
In-house renewals	724

**Director's Report:** McCann requested Board review of a letter from the Library's attorneys announcing an increase in their hourly billing rate, effective May 1, 2020. Cousins moved to authorize McCann to sign and return the acknowledgement letter to Foster, Swift and Associates. Second by Davenport. A vote was taken. Aye=all, nay=none, absent=2. Motion carried. McCann requested Board input as to the potential reupholstering of 2 chairs in the youth area by Hearthside Designs for a cost of \$2016.88. The Board was in favor of recovering/repairing both chairs and encouraged McCann to move forward with the Hearthside Design proposal.

The written director's report for February 2020 was reviewed.

**Personnel:** McCann informed the Board that Diane Alson, Youth Adult Librarian, and Josh Burns, Library Page would both be reaching their anniversary date of hire in the month of March. No board action was required due to the January 2020 wage rate adjustment schedule.

### **Committee Reports:**

Finance Committee did not meet in the month of February.

Facilities Committee did not meet in the month of February.

The Policy Committee meeting minutes from February 3, 2020 were included and reviewed.

**Old Business:** Regarding the possible 2<sup>nd</sup> floor expansion project, McCann presented a proposal by HB+M Architects for preliminary design services to define the scope of the project and produce a conceptual design. The Board reviewed the proposal, and requested for the Facilities Committee to discuss and make a recommendation to the Board. For the HVAC controls issue, McCann will be meeting with an engineer this coming week. McCann will continue to keep the Board informed of his progress toward producing an RFP for bids for the scope of the HVAC controls work to be done. Regarding the Officers of the Board discussing staffing needs, McCann intends to schedule an Officer Meeting the month of March.

**New Business:** McCann presented the Library's Emergency Closing Policy on Employee Pay for the Board to review in light of possible COVID-19 related closures. The Board was in agreement the policy language adequately gives flexibility for determining how employee work schedules and pay will be handled in the event of an extended closure.

**Public Comment:** None.

**Adjournment:** Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:55 p.m.

Respectfully submitted,

Barbara Davenport,  
Acting Secretary

Kimberly Swoverland,  
Recording Secretary