



Dexter District Library Board of Trustees

Meeting Minutes

April 6, 2020

7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, Cassy Korinek, Jim LaVoie
Donna Palmer, Sherry Simpson, Shelly Vrsek

Members Absent: Rosemary Quigley

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

Due to State-wide “Stay Home; Stay Safe” orders, and the closure of the Library building to the public, this meeting was conducted through online video conferencing via Zoom. Meeting details and instructions for joining the meeting were publicized on the Library’s website, as was the meeting agenda and Board packet. President LaVoie called the meeting to order at 7:01 p.m.

LaVoie called for additions/changes to the presented agenda. Simpson moved to approve the agenda as presented. Second by Palmer. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

LaVoie called for corrections to the minutes of the March 2, 2020 regular Board Meeting and the March 13, 2020 emergency Board Meeting. No corrections were requested. Cousins moved to approve the minutes from both the regular Board Meeting and emergency Board Meeting as presented. Second by Korinek. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye for March 13 emergency meeting; abstain for March 2 regular meeting, Vrsek=aye, absent=1. Motion carried.

Public Comment: None.

Friends of the Library Report: Due to the closure of the Library building, the April used book sale was canceled. Out of concerns for the health of the book sorter volunteers, Cortney Ophoff, book sale coordinator, decided very early on to prohibit them from coming into the building and the Library has asked the community to discontinue book donations for the time being. The Friends organization may be considered “on hiatus” until the coronavirus threat has subsided.

Treasurer’s Report: McCann presented the Treasurer’s report for March 2020. Balance Sheets and Statements of Operation were provided for the months of February 2020 and March 2020 for both 101 General Operations and 301 Debt Service. The paid bills for March 2020 were reviewed. Palmer moved to approve the bills paid during the month of March 2020. Second by

Vrsek. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Michigan CLASS: Statements for March 2020 were provided and reviewed. Additional Debt Service funds were recently transferred from Chelsea State Bank to the Debt Service account with MI CLASS, in preparations for paying the May 1, 2020 Bond Payment directly from MI CLASS. The Board was in support of maximizing the Library's ability to earn interest through MI CLASS.

Budget Changes: None.

Reimbursements: None.

Circulation Statistics: Statistics for March 2020 include:

March 2020			
Circulation Statistics	March	February	%change
Adult Books	2435	4824	-98%
Young Adult Books	531	784	-48%
Children's Books	4488	8819	-97%
Magazines	62	121	-95%
DVD	1512	3492	-131%
Books on CD	337	593	-76%
Music CD	251	426	-70%
Realia/Objects/Equip	11	7	36%
Overdrive	2552	2475	3%
hoopla	1672	846	49%
RBDigital magazines	708	969	-37%
Kanopy	541	346	36%
Renewals via web	3063	3590	-17%
In-House	1128	1530	-36%
Total	19291	28822	-49%
Library visits	5739	12246	-113%
Reference questions	1048	2130	-103%
Items withdrawn	525	712	-36%
New items added	571	1013	-77%
Total holdings	112976	111831	1%
New cards issued	131	79	40%
Total card holders	11214	11095	1%
Internet usage	1265	2751	-117%
Museum/Park Pass	0	0	
Web site visits	10255	9054	12%
Program attendance	507	2147	-323%
Fax	17	47	-176%
ILL lent out	882	1597	-81%
ILL borrowed	1373	3121	-127%
In-house renewals	412	724	-76%

Director's Report: The written director's report for March 2020 was reviewed.

Personnel: McCann informed the Board that Krista Pedersen, Children's Librarian, Deborah Bigelow, Adult Reference Librarian, and Olivia Fitzgerald, Library Page would all be reaching their anniversary date of hire in the month of April. No board action was required due to the January 2020 wage rate adjustment schedule.

Committee Reports: There were no committee meetings in the month of March 2020

Old Business: Regarding the possible 2nd floor expansion project, McCann questioned if the project should be placed on hold until such time as the staff can gather in in-person groups for the visioning process. The Board would be supportive of a temporary pause in the project if it is agreeable to HB+M architects and would not cause the Library to lose our place in their project lineup. For the HVAC controls issue, McCann received 2 written responses for assistance with producing an RFP for bids. The Board would like the Finance and/or Facilities committees to review the responses and make a recommendation to the Board. Regarding the Officers of the Board discussing staffing needs, a meeting was not scheduled in March due to the Library closure.

Emergency Closing/Pay Policy: Previously the Board approved an approach to employee pay that matched the timeline of the original State order for the Library to be closed through April 6, 2020. With the extension of the "Stay Home, Stay Safe" orders, McCann requested Board input as to employee pay. The Board was in support of continuing the pay policy as previously approved. Simpson moved to extend the current employee compensation plan to continue to match Statewide 'stay home' orders. When Statewide orders are modified to allow a return to work, the Board will revisit the compensation plan. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. McCann noted he is making efforts to stay in touch with all staff members and assigning at-home work whenever feasible.

New Business: None.

Public Comment: None.

Board Comment: Trustees inquired as to the health and well-being of staff, and expressed their gratitude to McCann for his continuous efforts in keeping Library resources as available as possible to the community during these difficult times.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:26 p.m.

Respectfully submitted,

Sherry Simpson,
Secretary

Kimberly Swoverland,
Recording Secretary