



Dexter District Library Board of Trustees

Meeting Minutes

May 4, 2020

7:00 p.m.

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

Members Absent: Shelly Vrsek

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 7:00 p.m.

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

LaVoie called for corrections to the minutes of the April 6, 2020 regular Board Meeting. No corrections were requested. Davenport moved to approve the minutes from the April 6, 2020 regular Board Meeting as presented. Second by Palmer. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=abstain, Simpson=aye, absent=1. Motion carried.

Public Comment: None.

Friends of the Library Report: With the Library building being closed to everyone except essential staff, all book donations, book sales and Friends meetings are cancelled until further notice. The Friends organization may be considered “on hiatus” until the coronavirus threat has subsided.

Treasurer’s Report: McCann presented the Treasurer’s report for April 2020. Balance Sheets and Statements of Operation were provided for the months of March 2020 and April 2020 for both 101 General Operations and 301 Debt Service. The paid bills for April 2020 were reviewed. Palmer moved to approve the bills paid during the month of April 2020. Second by Simpson. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=1. Motion carried.

Michigan CLASS: Statements for April 2020 were provided and reviewed. Debt Service funds were transferred from Chelsea State Bank to the Debt Service account with MI CLASS and the May 1, 2020 Bond Payment was successfully paid directly from MI CLASS.

Budget Changes: McCann noted the 101-901-970 Capital Outlay and Improvements budget line was in need of upward adjustment, but with projected income still exceeding expenses, the line could be increased without using fund balance. Simpson moved to increase the budgeted balance of line 101-901-970 Capital Outlay and Improvements by \$10,000.00 increasing that line's budgeted balance from \$31,000.00 to \$41,000.00. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=1. Motion carried.

Reimbursements: None.

Circulation Statistics: Statistics for April 2020 include:

April 2020

Circulation Statistics	April
Adult Books	22
Young Adult Books	12
Children's Books	101
Magazines	0
DVD	8
Books on CD	3
Music CD	3
Realia/Objects/Equip	0
Overdrive	2752
hoopla	2674
RBDigital mag/audio	792
Kanopy	851
Renewals via web	114
In-House	146
Total	7478
Library visits	0
Reference questions	238
Items withdrawn	0
New items added	376
Total holdings	112709
New cards issued	87
Total card holders	11299
Internet usage	39
Museum/Park Pass	0
Web site visits	12468
Program attendance	24
Fax	0
ILL lent out	8
ILL borrowed	6
In-house renewals	115

Director's Report:

The written director's report for April 2020 was reviewed. McCann noted the current orders from the State prohibit the Library from resuming operations through the month of May. The traditional summer reading program with large crowds gathering for programming has been cancelled, and Library staff are creatively working on launching a new online summer reading program with the help of reading and event program management software called Beanstack. Currently, patrons are taking advantage of online registrations for new library cards, as well as online resources such as downloadable books and movies, and other electronic content. Overdrive usage is up 7%, Hoopla is up 37%, RBDigital is up 11%, and Kanopy is up 36%.

Personnel:

McCann informed the Board that Amy Johnson, Adult Reference Librarian, and Sandy Colson, Library Assistant would both be reaching their anniversary date of hire in the month of May. No board action was required due to the January 2020 wage rate adjustment schedule.

Committee Reports:

Finance Committee minutes from April 16, 2020 were included and reviewed.
Facilities Committee minutes from April 22, 2020 were included and reviewed.
The Policy Committee did not meet in the month of January.

Old Business:

Regarding the possible 2nd floor expansion project, both the Finance and Facilities committees were in agreement with McCann for the project to be placed on hold.
The Board was supportive of a pause in the project during this period whereby Library services and space needs may be significantly altered for the foreseeable future due to COVID-19 protocols. McCann will stay in contact with HB+M architects.

For the HVAC controls issue, McCann received 3 written proposals for assistance with producing an RFP for bids. As requested by the Board, the Finance and Facilities committees reviewed the responses and both are recommending for the Board to approve the Peter Basso Associated, Inc. proposal for professional services. Quigley moved to authorize McCann to accept, and enter into contract with Peter Basso Associates, Inc. Consulting Engineers at a cost of \$18,200 plus reimbursable expenses. Second by Palmer. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=1. Motion carried.

Regarding the Officers of the Board discussing staffing needs, a meeting was not scheduled in April due to the Library closure.

McCann requested a review and possible adjustment of the Emergency Closing/Pay Policy for Extended Closures/Pandemics to align it with the Federal Families First Coronavirus Response Act (FFCRA). Simpson moved to amend the language to read as follows:

Situation: Employees elect to stay home while the Library continues to provide service.
Action: Employees receive a reduced income of 66% of regular wages.

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

New Business: None.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:24 p.m.

Respectfully submitted,

Sherry Simpson,
Secretary

Kimberly Swoverland,
Recording Secretary