



Dexter District Library Board of Trustees

Meeting Minutes

June 1, 2020

7:00 p.m.

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

Members Absent: Donna Palmer

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

Due to the continuing COVID-19 restrictions, 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 7:05 p.m.

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

LaVoie called for corrections to the minutes of the May 4, 2020 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the May 4, 2020 regular Board Meeting as presented. Second by Korinek. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=abstain, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann attended a Friends meeting via Zoom in the prior week and reported the decision was made to suspend book sales through the month of August. The Friends plan to continue to meet to assess evolving conditions, but for the foreseeable future, book donations and Friends activity in the Library building has been suspended.

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

Michigan CLASS: End of the month statements were not available for printing with the Board Packet. McCann noted the interest rates have dropped, but remain higher than any other option.

Budget Changes: McCann noted the Library closure of the physical building has resulted in digital/electronic areas of the collection being used more heavily, and would therefore like to shift budgeted funds from the Non-Traditional Collections line to the E-Books/Audio line. This would be a neutral reallocation of funds and would not affect the bottom line overall expenses. Vrsek moved to reduce the budgeted balance of line 101-790-754 Non-Traditional Collections by \$10,000.00, reducing that line's budgeted balance from \$20,000.00 to \$10,000.00 and increase the budgeted balance of line 101-790-751 E-Books/Audio by \$10,000.00, increasing that line's budgeted balance from \$47,000.00 to \$57,000.00. 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.

Reimbursements: None.

Circulation Statistics: Statistics for May 2020 include:

May 2020	
Circulation Statistics	May
Adult Books	3
Young Adult Books	1
Children's Books	0
Magazines	0
DVD	0
Books on CD	0
Music CD	0
Realia/Objects/Equip	0
Overdrive	3157
hoopla	2587
RBDigital mag/audio	413
Kanopy	1081
Renewals via web	0
In-House	0
Total	7242
Library visits	0
Reference questions	110
Items withdrawn	0
New items added	695
Total holdings	113418
New cards issued	29
Total card holders	11329
Internet usage	57
Museum/Park Pass	0
Web site visits	10891
Program attendance	69
Fax	0
ILL lent out	0
ILL borrowed	0
In-house renewals	241

Director's Report: The written director's report for May 2020 was available and reviewed.

Personnel: McCann informed the Board that Library Pages Shannon O'Connor and Laura Sutherland will be reaching their anniversary date of hire in the month of June. 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 May. Due to the COVID-19 restrictions, it has been suggested to use the 2019-2020 fiscal year budget as the basis for the 2020-2021 fiscal year budget, to which the Board had no objections.

Facilities Committee was scheduled for May 27th but was cancelled due to a power outage. Policy Committee meeting minutes from May 19, 2020 were included and reviewed.

Old Business:

HB+M Architects project remains on hold.

For the HVAC controls issue, Peter Basso Associates, Inc. Consulting Engineers is now under contract and the work will begin as soon as possible.

Officers of the Board meeting to discuss staffing needs was not scheduled in May.

McCann requested another review and adjustment of the Emergency Closing/Pay Policy for Extended Closures/Pandemics. It was requested for the Policy Committee to review and make recommendations to the new Temporary Telecommuting Policy, to be included with the Pay Policy. Davenport moved to amend the language of the Pay Policy as presented. Second by Simpson. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

The Policy Committee presented the Dexter District Library Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan for the Board's review. Once approved, each Library Employee will need to read and agree to abide by the Plan's requirements. The committee explained their intention was to make the Plan adaptable to changing public health conditions. Quigley moved to approve the Dexter District Library Pandemic/Epidemic Exposure Prevention, Preparedness and Response Plan as presented. Second by Cousins. A roll call vote was taken: Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=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 8:53 p.m.

Respectfully submitted,

Sherry Simpson,
Secretary

Kimberly Swoverland,
Recording Secretary