



Dexter District Library Board of Trustees

Meeting Minutes

July 6, 2020

7:00 p.m.

Members Present: Pat Cousins, Cassy Korinek, Jim LaVoie, Donna Palmer, Sherry Simpson (joined at 7:10 p.m.), Shelly Vrsek

Members Absent: Barbara Davenport, Rosemary Quigley

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. Korinek moved to approve the agenda as presented. Second by Vrsek. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Vrsek=aye, absent=3. Motion carried.

LaVoie called for corrections to the minutes of the June 1, 2020 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the June 1, 2020 regular Board Meeting as presented. Second by Vrsek. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=abstain, Vrsek=aye, absent= 3. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the decision was made to suspend book sorting and sales through the month of August, at a minimum. Book donations and Friends activity in the Library building continues to be suspended. The Friends are searching for creative ways to continue fundraising, and intend to fully honor their commitment of financial support for the 2020 Online Summer Reading Program (Beanstack).

Trustee Simpson joined the Zoom meeting @ 7:10 p.m. during the Friends of the Library Report, and indicated she had no corrections for the June 1, 2020 meeting minutes.

Treasurer's Report: McCann presented the Treasurer's report for June 2020. Balance Sheets and Statements of Operation were provided for the months of May 2020 and June 2020 for both 101 General Operations and 301 Debt Service. The paid bills for June 2020 were reviewed.

Treasurer's Report continued: Palmer moved to approve the bills paid during the month of June 2020. Second by Vrsek. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Michigan CLASS: End of the month statements were provided and reviewed.

Budget Changes: None.

Reimbursements: McCann presented a reimbursement request for Diane Alson in the amount of \$116.32 for various programming supplies. Simpson moved to approve the \$116.32 reimbursement to D. Alson. Second by Cousins. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Director's Report: The written director's report for June 2020 was available and reviewed. Curbside pick-up of materials is currently running from 12 Noon – 6pm with good success. The Director's overall goals are focused on keeping the Library staff and patrons safe, as well as ensuring continuity of service, and to that end, feels the best course of action will be a gradual, careful resumption of services. The trustees expressed agreement with McCann's approach. To eliminate all chance of contamination through the handling of cash, McCann's recommendation is for all services to be provided free of charge, including copying, computer printing, faxing, and purchase of earbuds and flash drives. The Board offered some suggestions for enforcing limits, as well as phrasing, so the public knows this is a temporary measure. Palmer moved to approve McCann's recommendation of providing services free of charge to eliminate the need for cash handling within the Library. Second by Vrsek. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Personnel: McCann requested approval for an increase in wages for Building Maintenance Supervisor Nicholas Hutchcraft in order to retain him in his position. Cousins moved to approve a new annual salary of \$45,000 for N. Hutchcraft retroactive to the July 3, 2020 payroll. Second by Palmer. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Anniversaries: McCann informed the Board that the following staff members will be reaching their anniversary date of hire in the month of July: Circulation Assistant Nan Stoll and Library Page Anna Withrow. No board action was required due to the January 2020 wage rate adjustment schedule. Additionally, Administrative Assistant Kimberly Swoverland will have her 1-year anniversary in the month of July. McCann requested for the Board to consider adjusting Swoverland's annual wage rate to \$48,000, taking into consideration her 10+ prior years of service to the Library. Simpson moved to increase K. Swoverland's annual salary to \$48,000 effective on her July 12 date of re-hire. Second by Cousins. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Hero Pay Bonus: McCann stated during the 3 months of Library shut-down, Circulation Supervisor Mary Graulich and Administrative Assistant Kimberly Swoverland worked diligently in the building as essential workers and felt they were deserving of Hero Pay bonuses for their efforts. Cousins moved to approve a Hero Pay Bonus of \$1500 for K. Swoverland for her full-time essential work from mid-March through mid-June, and a Hero Pay Bonus of \$750 for M. Graulich for her part-time essential work from mid-March through mid-June. Second by Vrsek. LaVoie requested for an addition to the motion to include a \$1500 Hero Pay Bonus for Director Paul McCann. Cousins amended her motion. Second by Vrsek. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Circulation Statistics: Statistics for June 2020 include:

June 2020	
Circulation Statistics	June
Adult Books	1500
Young Adult Books	302
Children's Books	1960
Magazines	29
DVD	575
Books on CD	98
Music CD	24
Realia/Objects/Equip	19
Overdrive	2861
hoopla	1938
RBDigital mag/audio	559
Kanopy	647
Renewals via web	119
In-House	4540
Total	15171
Library visits	618
Reference questions	252
Items withdrawn	434
New items added	1128
Total holdings	114532
New cards issued	32
Total card holders	11359
Internet usage	166
Museum/Park Pass	0
Web site visits	9516
Program attendance	236
Fax	1
ILL lent out	203
ILL borrowed	968
In-house renewals	45

Columbus Metropolitan Library/Battelle Study on COVID-19 and Library Materials:

McCann announced the initial results of the study have been released and the current procedure of placing Library materials into a 72-hour quarantine conforms with the study's findings. Board members requested for this information to be shared with both staff and the public.

Committee Reports: There were no committee meetings in the month of June. Finance Committee will plan to meet on Thursday, July 16 to review the budget for the 2020-2021 fiscal year. Facilities Committee is on the calendar for Wednesday, July 22 if needed. Policy Committee meeting date & time is yet to be determined.

Old Business:

HB+M Architects project remains on hold.

For the HVAC controls issue, Peter Basso Associates, Inc. Consulting Engineers is working on creating the RFP for bids. McCann does not have a time frame for completion of this initial step.

Officers of the Board meeting to discuss staffing needs was not scheduled in June, and McCann suggested future meetings be put on hold until the COVID-19 situation has stabilized.

New Business:

McCann presented the Staff Paid Holiday Schedule for 2020 as approved by the Board on November 4, 2019. McCann explained the paid holiday schedule was set when the Library was open 7 days a week, and now that the Library is operating on a reduced schedule, McCann felt a paid holiday for 4th of July was unnecessary for the circumstances. Palmer moved remove Independence Day, July 4, 2020 from the Staff Paid Holiday Schedule. Second by Korinek. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried. The Policy Committee will look at upcoming staff paid holidays at their next meeting.

On the issue of re-opening the Library to the public, McCann requested input on a potential addendum to the Patron Rules of Behavior Policy. The language in the addendum has been reviewed and approved by the Library's legal counsel. Having a Board approved policy in place prior to opening the building to the public will give McCann and all Library staff the structure for expecting and enforcing the public to wear masks while in the Library. Board discussion revolved around the importance of keeping staff safe, and providing alternative service arrangements for members of the public who either cannot wear a mask, or are making a choice not to wear a mask. It was suggested for the presented policy to remove the words "face shields" as an acceptable option. Simpson moved to approve the document titled "Dexter District Library Patron Personal Protective Equipment and Building Access Policy: An Addendum to the Patron Rules of Behavior" with the minor language edit as suggested. Second by Palmer. A roll call vote was taken. Cousins=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried. McCann will continue to keep the Board apprised of potential options for expansion of Library services as conditions allow for the relaxation of restrictions.

Regarding the issue of COVID-19 implications on staff sick/vacation time, the Board was in favor of having the Policy Committee discuss options and make a recommendation to the Board.

McCann noted TLN is currently in the process of searching for a new director. McCann will serve on the search committee.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 9:16 p.m.

Respectfully submitted,



Sherry Simpson,
Secretary



Kimberly Swoverland,
Recording Secretary