



Dexter District Library Board of Trustees

Meeting Minutes

August 3, 2020

7:00 p.m.

Members Present: Barbara Davenport, Jim LaVoie, Rosemary Quigley
Sherry Simpson, Shelly Vrsek, Pat Cousins (arrived at 7:47 p.m.)

Members Absent: Cassy Korinek, 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. Simpson moved to approve the agenda as presented. Second by Quigley. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

LaVoie called for corrections to the minutes of the July 6, 2020 regular Board Meeting. A spelling error on page 5 was noted and corrected. Vrsek moved to approve the minutes from the July 6, 2020 regular Board Meeting as corrected. Second by LaVoie. A roll call vote was taken. Davenport=abstain, LaVoie=aye, Quigley=abstain, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Public Comment: None.

Friends of the Library Report: The Friends are planning to have a virtual meeting toward the end of August. McCann intends to present a list of Library expenses for their consideration. It has not yet been determined when they will resume book sorting duties or used book sales.

Treasurer's Report: McCann presented the Treasurer's report for July 2020. Balance Sheets and Statements of Operation were provided for the months of June 2020 and July 2020 for both 101 General Operations and 301 Debt Service. The paid bills for July 2020 were reviewed. Quigley moved to approve the bills paid during the month of July 2020. Second by Davenport. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Michigan CLASS: End of the month statements were not available at the time of board packet preparations. McCann verbally stated the declining interest rates, but they still remain higher than CD options.

Budget Changes: None.

Reimbursements: None.

Circulation Statistics: Statistics for July 2020 include:

July 2020

Circulation Statistics	July
Adult Books	2747
Young Adult Books	668
Children's Books	4352
Magazines	51
DVD	1328
Books on CD	240
Music CD	128
Realia/Objects/Equip	45
Overdrive	2864
hoopla	1881
RBDigital mag/audio	498
Kanopy	724
Renewals via web	1786
In-House	5243
Total	22555
Library visits	1916
Reference questions	338
Items withdrawn	2603
New items added	957
Total holdings	112325
New cards issued	23
Total card holders	11193
Internet usage	142
Museum/Park Pass	0
Web site visits	9356
Program attendance	1176
Fax	1
ILL lent out	4450
ILL borrowed	5525
In-house renewals	310

Director's Report: The written director's report for July 2020 was available and reviewed. McCann noted he is expecting for the virtual format for Board Meetings to be continued in the coming months. As far as opening the building to the public, the Board is in favor of continuing a careful approach with placing the safety of staff and patrons at the forefront. McCann has received a patron comment expressing frustration with the lack of access to the building.

Personnel: McCann requested approval for an increase in wages for Library Page Whitney Sutherland who has been with the Library for 4 years, and who has been given additional responsibilities beyond the typical Page role, including assisting with training the newer hire Pages. Simpson moved to approve a new wage rate of \$10.75 per hour for Library Page W. Sutherland effective immediately. Second by Quigley. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Anniversaries: McCann informed the Board that the following staff members will be reaching their anniversary date of hire in the month of August: Building Maintenance Supervisor, Nick Colligan (Hutchcraft); Library Circulation Assistants Jill Brown, Aileen Clark, and Megan Rittinger; and Library Page, Whitney Sutherland. No board action was necessary due to the Jan 1 wage rate adjustments and the recent extra wage adjustments for Colligan/Hutchcraft and Sutherland.

Resignations: McCann informed the Board of the recent resignation of Library Circulation Assistant Susan Kidd, due to a planned move out-of-State, and the resignations of Library Pages Olivia Fitzgerald and Laura Sutherland, as they are about to leave home to begin college. LaVoie requested for a note of thanks and appreciation on behalf of the Board to be given to departing employees.

New Hires: McCann informed the Board of the upcoming new hires of part-time Library Pages Samantha Gregory and Paige O'Connor. Simpson moved to approve the hiring of Samantha Gregory and Paige O'Connor as part-time Library Pages at the starting wage of \$9.65 per hour. Second by Quigley. A roll call vote was taken. Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Patricia Cousins entered the Zoom meeting at 7:47 p.m.

Committee Reports:

The Policy Committee Meeting Minutes from July 13, 2020 were included and reviewed.
The Finance Committee Meeting Minutes from July 21, 2020 were included and reviewed.
The Facilities Committee Meeting Minutes from July 29, 2020 were included and reviewed.

Old Business: For the HVAC controls project, McCann presented a tentative timeline from Peter Basso Associates, Inc. Consulting Engineers showing the project being put out for bids around mid-August, the bids being due back in early September and the project beginning in early October. There is room in schedule for modification so that the review of bids can coincide with a Board Meeting. Other options would be to have the Facilities Committee handle review of the bid submissions, or to schedule a special Board Meeting specifically for determining the winning bid.

New Business:

Preliminary Approval of the 2019-2020 Fiscal Year Budget: The Finance Committee presented the 2020-2021 fiscal year preliminary budget and L-4029 forms for the Board's review. The general operations budget has a deficit of slightly over \$50,000. Adopting a deficit budget is very unusual in the history of the DDL, but the committee was in favor of recommending this budget, citing the COVID-19 pandemic's unusual circumstances and the many unknowns as the primary reason. This would be planned usage of fund balance, specifically the Collection Development Reserve Fund, to make up the deficit. An alternate, surplus budget with reduced hours of operation was presented as an alternate to the deficit budget. Questions were answered to the Board's satisfaction. Davenport moved to give preliminary approval to the 2020-2021 Fiscal Year Budget, option 1 deficit budget, acknowledging the plan to utilize fund balance through the Collection Development Reserve Fund to make up the shortfall. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried.

Paper of Record: The Library's prior paper of record, the Sun Times News, has ceased its print publication, therefore a new paper of record must be named. There was brief discussion of possible options, with the Ann Arbor News/MLive being the only widely circulated paper. Quigley moved to approve the Ann Arbor News and its online component MLive as the Dexter District Library's Paper of Record. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=2. Motion Carried. The public notice for the Library's Budget Hearing will need to be published in the coming weeks.

Dexter Township Board of Review: McCann informed the Board he had the paperwork from the Dexter Township Board of Review for about 10 properties if any trustees were interested in viewing.

Sick/Vacation Time Policy: The Policy Committee presented one-time, temporary changes to sick and vacation time policies to allow for staff to not lose sick time over their maximum banks, and to allow for a 50% payout of vacation time over their maximum banks. There were multiple questions, comments and hesitancy. Board consensus was to bring the potential policy changes back to the Policy Committee for review, and to discuss again at the next Board Meeting.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:58 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'S. Simpson', with a long horizontal flourish extending to the right.

Sherry Simpson,
Secretary

A handwritten signature in blue ink, appearing to be 'K. Swoverland', with a long horizontal flourish extending to the right.

Kimberly Swoverland,
Recording Secretary