



Dexter District Library Board of Trustees
Meeting Minutes
December 7, 2020
7:00 p.m.

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

Members Absent: None

Others Present: Ailie Weaver, Manager from Maner Costerisan, CPAs
Cathy Jurich, Head of Youth Services
Paul McCann, Library Director
Kim Swoverland, Recording Secretary

Due to the continuing COVID-19 restrictions, 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 Vrsek called for additions/changes to the presented agenda. Davenport moved to approve the agenda as presented. Second by Simpson. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Vrsek called for corrections to the minutes of the November 2, 2020 regular Board Meeting. No corrections were requested. Quigley moved to approve the minutes from the November 2, 2020 regular Board Meeting as presented. Second by LaVoie. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Cathy Jurich, Retiring Head of Youth Services was present via Zoom to receive the thanks and appreciation expressed by the Board Members for her 2 decades of dedicated work bringing the children's collection and programming to exceptional levels, and to wish her well on her upcoming retirement set for December 9, 2020. Jurich thanked the Board for the opportunity to join them on the Zoom meeting and exited at 7:14 p.m.

Public Comment: None.

Audit Presentation: Ailie Weaver of Maner Costerisan, CPAs reviewed the written 2019-2020 audit report which offers an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury later this week. President Vrsek excused herself from the meeting at 7:20 pm during the audit presentation and Vice-President Simpson assumed the duties of Acting President. Weaver mentioned a couple of future changes to the audit process

and how those will factor into the Library's overall picture of financial health: GASB87 (2022) will deal with lease agreements; GASB96 (2023) will deal with subscriptions. Trustees had the opportunity to ask questions. Weaver was thanked for her time and expertise and exited the meeting at 7:35 p.m.

LaVoie moved to accept the 2019-2020 audit report as presented. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

Friends of the Library Report: McCann reported the Friends will be hosting their annual meeting via Zoom on the evening of Tuesday, December 8, 2020.

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

Michigan CLASS: End of the month statements for November 2020 were provided and reviewed.

Budget Changes: McCann explained the need for the creation of two new capital expenditure lines to represent how the auditors would like the Library to utilize fund balance for capital repairs and replacement. Unless there is a known project with a defined dollar amount, these lines will be budgeted at zero at the start of each fiscal year. When the Library undertakes specific projects, the dollar amount will be budgeted on the repair or replacement lines and expenses for the project coded for the specific line. The adoption of a balanced budget at the beginning of the fiscal year and noting in Board Meeting minutes the approved budget changes and that fund balance is being utilized to accomplish long-term capital repairs or replacement are sufficient for the auditors. Cousins moved to approve the creation of two new budget lines:

- 101-901-971 Capital Repairs Annual
- 101-901-972 Capital Replacement

Further, the Library will budget \$100,500.00 (One Hundred Thousand Five Hundred and no/100 dollars) in line 101-901-972 in Capital Replacement from fund balance to cover the cost of replacing the Library's HVAC controls system. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

Reimbursements: None.

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

Circulation Statistics: Statistics for November 2020 include:

November 2020	
Circulation Statistics	November
Adult Books	3115
Young Adult Books	413
Children's Books	5256
Magazines	61
DVD	1217
Books on CD	300
Music CD	241
Realia/Objects/Equip	48
Overdrive	2878
hoopla	1773
RBDigital mag/audio	467
Kanopy	685
Renewals via web	1124
Auto-renewals	6881
In-House	1952
Total	26411
Library visits	3465
Reference questions	897
Items withdrawn	267
New items added	946
Total holdings	110348
New cards issued	45
Total card holders	11205
Internet usage	276
Museum/Park Pass	0
Web site visits	9301
Program attendance	582
Fax	33
ILL lent out	3975
ILL borrowed	3753
In-house renewals	301

Personnel / Anniversaries: Regarding anniversary dates of hire, McCann informed the Board that the following staff members will be reaching their anniversary in the month of December: Paul McCann, Library Director (26 years) and Scott Wright, Technology Librarian (9 years). No board action was necessary due to the Jan 2020 wage rate adjustments.

Items from Legislature: McCann reviewed recent updates to SB611 which will amend the Library Privacy Act, and SB1108 which deals with the Open Meetings Act. McCann will continue to keep the Board apprised of future updates.

Committee Reports:

Facilities Committee did not meet in the month of November 2020
Finance Committee did not meet in the month of November 2020.
Policy Committee meeting minutes from December 2, 2020 were included and reviewed

Old Business:

Regarding the HVAC software controls project, work is well underway and is on track to be completed by the end of December 2020.

At the prior Board Meeting, it was requested for McCann to investigate the cost to install UV lights within the HVAC system, for the purposes of sanitizing the air circulating through the building. Initial estimates would be approximately \$10-12,000 for the installation of 4 UV lights. Questions were asked about the cost of the lights themselves, and how often they would need to be replaced, or what other ongoing maintenance costs might be involved past the initial installation. It was stressed that staff and patron safety is of utmost importance to the Board and the UV lights may provide an important extra level of sanitation. It was suggested that NSF International should be contacted to do a COVID preparedness audit and they may have recommendations regarding the effectiveness of UV light sanitation systems.

Regarding Library operations, for the safety of staff and patrons alike, the Board expressed support for the continuation of curbside services through the month of December and will re-evaluate pandemic conditions at the January 2021 regular Board Meeting.

LaVoie exited the meeting at 8:40 p.m.

New Business:

The updated Holiday Pay Policy, last revised in 2007, was presented by the Policy Committee for its first reading. The policy eliminates the Sunday before Labor Day as a paid holiday, and introduces a new floating holiday. The Board thanked the Policy Committee members for their efforts in re-working this policy. Comments, suggestions, and concerns on the policy updates can be forwarded to McCann for the Policy Committee to discuss at their next meeting. The updated Holiday Pay Policy will then be brought back to the Board for its second reading and possible approval.

The Staff Paid Holiday Schedule for 2021 and January 2022 was presented by the Policy Committee. There were no additions or edits to the schedule. Davenport moved to accept the Staff Paid Holiday Schedule for 2021 and January 2022 as presented. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=2. Motion carried.

The Board Meeting Schedule for 2021 and January 2022 was presented for review. All meeting dates are on the 1st Monday of the Month with the exception of the September meeting (moved to Monday, August 30th due to conflict with the Labor Day Holiday). Another possible conflict exists with the July meeting, but McCann noted any meeting date can be changed as long as there is advance notice to the public. Simpson moved to accept and approve the Board Meeting Schedule for 2021 and January 2022 as presented. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=2. Motion carried.

The Library Closing Schedule for 2021 and January 2022 was presented. There were no changes to the schedule from prior years. Cousins moved to approve the Library Closing Schedule for 2021 and January 2022 as presented. Second by Korinek. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, absent=2. Motion carried.

Public Comment: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 9:08 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary