



Dexter District Library Board of Trustees
Meeting Minutes
November 2, 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: 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.

Oath of Office: As part of the start of a new fiscal year, McCann led the trustees who were absent from the October 2020 meeting in reciting the Oath of Public Officers.

President Vrsek called for additions/changes to the presented agenda. LaVoie 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 October 5, 2020 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the October 5, 2020 regular Board Meeting as presented. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=abstain, LaVoie=aye, Palmer=abstain, Quigley=abstain, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann relayed the latest news from the Friends group. Their annual meeting is scheduled for December 8, 2020. They are planning to speak with the Friends groups from Saline and Chelsea to gather fundraising ideas as all book sales remain on hold. There was an idea to check with the City of Dexter to see if the farmer's market pavilion could be enclosed in such a way to provide protection from the elements in order to host an outdoor book sale at that location. The answer was no; they do not have a way to enclose the pavilion. Amy Jerome will now be serving as the membership coordinator, and also as secretary until a new secretary can replace her.

Treasurer's Report: McCann presented the Treasurer's report for October 2020. Balance Sheets and Statements of Operation were provided for the month of October 2020 for both 101 General Operations and 301 Debt Service. September reports will be finalized once the auditors have made their adjusting journal entries. The annual audit is underway and the auditors expect to join the December 7, 2020 regular Board Meeting via Zoom for a presentation of their findings. McCann noted the November Bond Payment was successfully paid on October 28, 2020 by transferring money directly from the debt service portion of Michigan Class. The paid bills for October 2020 were reviewed. Palmer moved to approve the bills paid during the month of October 2020. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

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

Budget Changes: None.

Reimbursements: None.

Director's Report: The written director's report for October 2020 was reviewed. The Library building was re-opened for the public to enter on October 12, 2020 and approximately 4000 patrons have been served. The issue of face coverings for children under the age of 2 was discussed. McCann explained to solve the issue, a staff member donated fabric and her time to make lightweight blankets for covering infants and toddlers in strollers and car carriers. In the interest of staff and public safety, it was requested for the Library to explore purchasing an ultraviolet light system for disinfecting the air cycling through the building. It is hoped that costs/bids for implementing this type of safety measure could be secured for the Board to review. On the topic of rising numbers of COVID positive cases in the state and local area, the Board asked if it may be appropriate to set benchmarks to guide the decision of if and when to close to the public. McCann noted Library Board meetings can continue to be held remotely through December 31, 2020.

Personnel / Anniversaries: McCann informed the Board a letter from circulation staff praising the efforts of Circulation Supervisor Mary Graulich was received. The letter was shared with the Board. The letter requested for the Board to recognize and acknowledge Mary's diligence, commitment and immense contributions to the Library that keep it running smoothly. A letter of appreciation from the Board will be sent. Regarding anniversary dates of hire, McCann informed the Board that the following staff members will be reaching their anniversary in the month of November: Library Assistants Ann Smart, Jane Hamilton, and Jan Anderson. No board action was necessary due to the Jan 2020 wage rate adjustments.

Committee Reports:

Facilities Committee notes from October, 2020 were included and reviewed.
Finance Committee did not meet in the month of October 2020.
Policy Committee did not meet in the month of October 2020.

Circulation Statistics: Statistics for October 2020 include:

October 2020

Circulation Statistics	October	September	%change
Adult Books	3465	2797	19%
Young Adult Books	462	336	27%
Children's Books	6474	4540	30%
Magazines	172	75	56%
DVD	1437	972	32%
Books on CD	311	292	6%
Music CD	305	179	41%
Realia/Objects/Equip	46	51	-11%
Overdrive	3032	2926	3%
hoopla	1628	1746	-7%
RBDigital mag/audio	561	542	3%
Kanopy	452	518	-15%
Renewals via web	1085	2536	-134%
Auto-renewals	4793	0	100%
In-House	3197	4008	-25%
Total	27420	21518	22%
Library visits	4417	2617	41%
Reference questions	907	660	27%
Items withdrawn	728	689	5%
New items added	713	1141	-60%
Total holdings	110199	110256	0%
New cards issued	49	121	-147%
Total card holders	11179	11256	-1%
Internet usage	414	104	75%
Museum/Park Pass	0	0	
Web site visits	9381	9469	-1%
Program attendance	1178	377	68%
Fax	17	12	29%
ILL lent out	9237	6540	29%
ILL borrowed	4522	4604	-2%
In-house renewals	289	302	-4%

Old Business:

2020-21 Committee Assignments: Vrsek called for discussion regarding Trustee assignments to the Policy, Facilities and Finance Committees. All trustees expressed satisfaction with the current committee arrangements. LaVoie moved for committee assignments for the 2020-2021 fiscal year to be as follows:

Facilities Committee: Cousins, LaVoie, Quigley

Finance Committee: Cousins, Davenport, Palmer

Policy Committee: Korinek, Simpson, Vrsek

Second by Quigley. 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.

Regarding the HVAC software controls project, the contract with Metro Controls was formally accepted, and the work has begun.

New Business: None.

Public Comment: None.

Board Member Comments: A question was asked about the timing and transition period for the Head of Youth Services position. McCann explained that a formal resignation has not yet been received. The Board requested for some type of recognition or acknowledgement to be given at the appropriate time, in thanks for her lengthy tenure and accomplishments. The Board also expressed their thanks to McCann and all the staff for getting the building back open to the public, and stated they have received several compliments from community members.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:42 p.m.

Respectfully submitted,

Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary