



**Dexter District Library Board of Trustees**

**Meeting Minutes**

October 5, 2020

7:00 p.m.

Members Present: Pat Cousins, Barbara Davenport, Jim LaVoie, Sherry Simpson, Shelly Vrsek

Members Absent: Cassy Korinek, Donna Palmer, 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.

**Election of Officers:** With the start of the new fiscal year, the slate of Board Officers was up for determination. The existing President, Jim LaVoie, expressed his desire to step down as President. After some discussion, and nominations for particular positions, Simpson moved to approve the slate of Board Officers to serve for the 2020-2021 fiscal year as follows:

|                        |                          |
|------------------------|--------------------------|
| <u>President:</u>      | <u>Shelly Vrsek</u>      |
| <u>Vice-President:</u> | <u>Sherry Simpson</u>    |
| <u>Secretary:</u>      | <u>Barbara Davenport</u> |
| <u>Treasurer:</u>      | <u>Patricia Cousins</u>  |

Second by LaVoie. A vote was taken. Aye=all, nay=none, absent=3. Motion carried.

**Oath of Office:** As part of the start of a new fiscal year, McCann led the trustees 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 Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the August 31, 2020 Public Budget Hearing and the August 31, 2020 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the August 31, 2020 Public Budget Hearing and August 31, 2020 regular Board Meeting as presented. Second by LaVoie. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent= 3. Motion carried.

**Public Comment:** None.

**Friends of the Library Report:** The Friends remain hesitant to resume book donation and book sorting duties due to concerns for the health and safety of the volunteers. Until the Friends used book sales can resume and the donated books can go out, the accepting of public book donations will stay on hold. They are brainstorming creative ideas for virtual/online fundraising.

**Treasurer's Report:** McCann presented the Treasurer's report for September 2020. It was noted the written Treasurer's report was mislabeled as August 2020, but all the financial data was for September. Balance Sheets and Statements of Operation were provided for the months of August 2020 and September 2020 for both 101 General Operations and 301 Debt Service. The paid bills for September 2020 were reviewed. Simpson moved to approve the bills paid during the month of September 2020. Second by Davenport. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

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

**Budget Changes:** McCann explained due to the current climate of trying to avoid large crowd gatherings and in-person programming, the programming line of the 2020-21 budget could be reduced and the budget line for Adult Books could be restored. This would be a neutral reallocation and would not affect the balance of overall 2020-21 budget. LaVoie moved to reduce line item 101-790-742 Programming by \$10,000 leaving that line with a budgeted balance of \$41,000, and to increase line item 101-790-740 Adult Books by \$10,000, increasing that line's budgeted balance to \$55,000. Second by Cousins. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Reimbursements:** None.

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

**Personnel / Anniversaries:** McCann informed the Board that the following staff members will be reaching their anniversary date of hire in the month of October: Youth Reference Librarians Amy Hyde (4 years) and Ruth Jansen (1 year). No board action was necessary due to the Jan 2020 wage rate adjustments.

**Library Privacy Act:** McCann provided and reviewed Senate Bill 611 currently under consideration. McCann will keep the Board apprised of further developments.

#### **Committee Reports:**

Facilities Committee meeting minutes from September 23, 2020 were included and reviewed. Finance Committee did not meet in the month of September 2020. Policy Committee did not meet in the month of September 2020.

**Circulation Statistics:** Statistics for September 2020 include:

**September 2020**

| Circulation Statistics | September    | August       | %change    |
|------------------------|--------------|--------------|------------|
| Adult Books            | 2797         | 2819         | -1%        |
| Young Adult Books      | 336          | 479          | -43%       |
| Children's Books       | 4540         | 3957         | 13%        |
| Magazines              | 75           | 61           | 19%        |
| DVD                    | 972          | 1086         | -12%       |
| Books on CD            | 292          | 265          | 9%         |
| Music CD               | 179          | 113          | 37%        |
| Realia/Objects/Equip   | 51           | 18           | 65%        |
| Overdrive              | 2926         | 2947         | -1%        |
| hoopla                 | 1746         | 1945         | -11%       |
| RBDigital mag/audio    | 542          | 513          | 5%         |
| Kanopy                 | 518          | 619          | -19%       |
| Renewals via web       | 2536         | 2536         | 0%         |
| In-House               | 4008         | 4609         | -15%       |
| <b>Total</b>           | <b>21518</b> | <b>21967</b> | <b>-2%</b> |
| Library visits         | 2617         | 2624         | 0%         |
| Reference questions    | 660          | 716          | -8%        |
| Items withdrawn        | 689          | 13           | 98%        |
| New items added        | 1141         | 963          | 16%        |
| Total holdings         | 110256       | 112669       | -2%        |
| New cards issued       | 121          | 28           | 77%        |
| Total card holders     | 11256        | 11218        | 0%         |
| Internet usage         | 104          | 141          | -36%       |
| Museum/Park Pass       | 0            | 4            |            |
| Web site visits        | 9469         | 9007         | 5%         |
| Program attendance     | 377          | 383          | -2%        |
| Fax                    | 12           | 10           | 17%        |
| ILL lent out           | 6540         | 6045         | 8%         |
| ILL borrowed           | 4604         | 4176         | 9%         |
| In-house renewals      | 302          | 298          | 1%         |

**Old Business:**

**HVAC Controls:** Following a thorough review and interview process, Peter Basso Associates Consulting Engineers are recommending the submission of Metro Controls at a bid of \$100,500 with another potential addition of \$1,780 for BACnet Cards, if needed. The Facilities Committee has reviewed the steps taken and was in unanimous support of accepting the recommendation to enter into contract with Metro Controls. A motion was made at the September 23, 2020 Facilities Committee to present the Metro Controls bid to the Library Board

for their consideration. Questions were answered to the Board's satisfaction. Simpson moved to authorize McCann to enter the Library into contract with Metro Controls for HVAC software controls replacement at a cost of \$100,500 (with a possible addition of \$1,780 if necessary for BACnet Cards). Second by LaVoie. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Rules of Behavior / Mask Policy:** Previously approved at the July 2020 regular Board Meeting, McCann requested a modification in the policy language so that all patrons are required to wear a mask for entry into the Library Building. The proposed changes were reviewed, and questions were answered to the Board's satisfaction. In addition to the presented language changes, another phrase was suggested to be removed from page 1 for clarity. Cousins moved to approve the changes as discussed to the Dexter District Library Patron Personal Protective Equipment and Building Access Policy: An Addendum to the Patron Rules of Behavior. Second by Simpson. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Re-opening the Library Building to the Public:** Monday, October 12<sup>th</sup> is the targeted date for allowing patron access into the Library Building. McCann shared an informational pamphlet that will be distributed to patrons to highlight changes, such as capacity limits, mandatory masks, time limits, etc. McCann intends to sit in the lobby for the 1<sup>st</sup> week to personally greet each patron and explain the new rules.

**New Business - 2020-21 Committee Assignments:** Vrsek called for discussion regarding Trustee assignments to the Policy, Facilities and Finance Committees. With 3 trustees absent, it was agreeable for the current make-up of the committees to continue for another month, and for the assignments to be discussed again at the next regular Board Meeting. LaVoie moved for the current committee assignments to be temporarily extended. Second by Davenport. A roll call vote was taken. Cousins=aye, Davenport=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried. The current committee assignments are as follows:

Facilities Committee: Cousins, LaVoie, Quigley

Finance Committee: Cousins, Davenport, Palmer

Policy Committee: Korinek, Simpson, Vrsek

**Public Comment:** None.

**Adjournment:** Having completed all items on the agenda, the meeting was deemed adjourned by Board consensus at 8:56 p.m.

Respectfully submitted,



Barbara Davenport,  
Secretary

Kimberly Swoverland,  
Recording Secretary