



Dexter District Library Board of Trustees

Meeting Minutes

February 1, 2021

7:00 p.m.

Due to 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 the meeting to order at 7:04 p.m.

McCann explained he received attorney advice for a change in the way attendance is taken, which should include the physical location of the members of the public body.

Members present:

- Patricia Cousins, remote from home in Dexter, MI
- Barbara Davenport, remote from home in Dexter, MI
- Cassy Korinek, remote from home in Dexter, MI
- Rosemary Quigley, remote from home in Dexter Twp, MI
- Shelly Vrsek, remote from home in Webster Twp, MI

Members absent:

- Jim LaVoie (later joined the meeting from 7:49 p.m. to 8:49 p.m.)
- Donna Palmer
- Sherry Simpson

Others present:

- Paul McCann, Library Director, remote from the Dexter District Library
- Kim Swoverland, Recording Secretary, remote from the Dexter District Library

President Vrsek called for additions/changes to the presented agenda. Quigley moved to approve the agenda as presented. Second by Cousins. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the January 4, 2021 regular Board Meeting. No corrections were requested. Cousins moved to approve the minutes from the January 4, 2021 regular Board Meeting as presented. Second by Quigley. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the Friends hosted a recent meeting via Zoom on the evening of January 26, 2021. The Friends are hoping to get some book-sorter volunteers into the building soon and talked about the possibility of having an August Book Sale. The question was asked if the Friends will be able to fulfill their full annual monetary support to the Library, given their fund-raising opportunities are so limited this year. McCann stated he believes they have enough reserve funds to meet the amount needed for the Summer Reading Program. The coming months will bring about a much clearer picture, if the Friends can resume income-producing book sales, or if these events must remain on hold.

Treasurer's Report: McCann presented the Treasurer's report for January 2021. Balance Sheets and Statements of Operation were provided for the months of December 2020 and January 2021 for both 101 General Operations and 301 Debt Service. The paid bills for January 2021 were reviewed. Davenport moved to approve the bills paid during the month of January 2021. Second by Korinek. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, Quigley=aye, Vrsek=aye, absent=3. Motion carried.

Michigan CLASS: End of the month statements for January 2021 were not available in the Board Packet due to the timing of the month end, but McCann had them printed and available during the meeting. McCann noted the interest rates continue to be very low, approaching nearly zero percent.

Budget Changes: McCann reported the HVAC project did need an additional expenditure to replace the BACnet control cards. This was listed at the project outset as a possibility, but was not included in the initial HVAC project funding in case the existing control cards would be satisfactory for re-use. Now that it is known the BACnet control cards had to be replaced, the project cost was increased by \$3633.00. Cousins moved to increase the budgeted balance of line 101-901-972 Capital Replacement by \$3633.00, changing that line's budgeted balance from \$100,500.00 to \$104,133.00, utilizing funds from existing fund balance, and creating an intentional unbalanced budget. Second by Davenport. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, Quigley=aye, Vrsek=aye, absent=3. Motion carried.

Potential Budget Changes: McCann noted he has received verification from the State that State Aid for Libraries will be fully-funded for this fiscal year. During the budgeting process, the finance committee was uncertain what the level of funding would be and set account line 101-000-575 State Aid intentionally low at approximately 50%. McCann requested Board input if they would like to see a budget change to reflect the full State Aid amount. Board consensus was to have the Finance Committee discuss and make a recommendation.

Reimbursements: None.

Director's Report: The written director's report for January 2021 was reviewed.

Circulation Statistics: Statistics for January 2021 include:

January 2021	
Circulation Statistics	January
Adult Books	3009
Young Adult Books	391
Children's Books	4160
Magazines	38
DVD	1049
Books on CD	177
Music CD	264
Realia/Objects/Equip	32
Overdrive	3401
hoopla	1945
RBDigital mag/audio	488
Kanopy	768
Renewals via web	820
Auto-renewals	3683
In-House	4190
Total	24415
Library visits	2801
Reference questions	653
Items withdrawn	1761
New items added	574
Total holdings	111252
New cards issued	28
Total card holders	11268
Internet usage	72
Museum/Park Pass	0
Web site visits	9684
Program attendance	942
Fax	11
ILL lent out	4024
ILL borrowed	4679
In-house renewals	156

LaVoie joined the meeting at 7:49 p.m. With the new attendance procedures in place, he stated his name and location as Jim LaVoie, attending remotely from home in Dexter Twp, Michigan.

Discussion of Services: McCann requested Board discussion and input as to making decisions for re-opening the Library for public access in light of the current re-opening of restaurants and resumption of face-to-face learning in the Dexter Schools. After much discussion, Board consensus was to target Monday, February 15th as the date to re-open the Library building to the public, provided the COVID transmission rates remain steady or go into decline over the first 14 days of February. Protocols for staff and public safety will remain in place, including capacity limits and face-covering requirements.

Personnel / Anniversaries: Regarding anniversary dates of hire, McCann informed the Board Ashley Bowles, Adult Reference Librarian, will be reaching her 1-year anniversary in the month of February 2021. No board action was necessary due to the Jan 2021 wage rate adjustment schedule.

Personnel / New Hire / Promotion: McCann informed the Board that Ruth Jansen has been promoted to the position of Head of Youth Services. Ruth was originally hired as a part-time Youth Reference Librarian in October of 2019 and expressed an interest in the full-time, management position when it became available. Cousins moved to approve the promotion of Ruth Jansen as full-time Head of Youth Services effective January 25, 2021 at an annual salary of \$49,000. Second by Quigley. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Vrsek=aye, absent=2. Motion carried. The Board expressed support for Jansen to explore making the position her own, utilizing her own strengths interests, and new ideas, rather than just trying to repeat the same offerings of her predecessor.

LaVoie excused himself from the meeting at 8:49 p.m.

2021 Wage Rate Adjustments Correction: McCann noted there was an error in the 2021 Wage Rate Adjustments approved at the January 2021 Board Meeting. A Library Page was incorrectly listed at the wrong current wage, and the wrong increase. Davenport moved to accept the correction in the January 2021 Wage Rate Adjustments so Library Page #4 is increased to \$11.00 per hour. Second by Korinek. A roll call vote was taken. Cousins=aye, Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Vrsek=aye, absent=2. Motion carried.

Items from Legislature and Local Municipalities: McCann provided guidelines from the Library of Michigan as to how the MDHHS orders of 1/22/2021 affect public libraries, including requirements to limit gatherings of people from different households.

Committee Reports: There were no committee meetings since the Jan 2021 Board Meeting.

Old Business:

Regarding the HVAC software controls project, work has essentially been completed and is at the punch-list wrap-up phase.

Regarding installation of UV lights for the purpose of improving indoor air quality, the work has begun and is expected to be completed this month.

Regarding discussion of services, this item was completed under the Director's Report section of the agenda.

New Business: None.

Public Comment: None.

Board Member Comments: None.

As an item of note, McCann mentioned the current orders allowing the Board to meet remotely will be expiring on March 31, 2021. If the order is not extended, or a new order issued, the Board may want to consider how to handle the April 5, 2021 regular meeting. One possibility is it could be moved to the final week of March; another option would be to cancel the April meeting.

Adjournment: Having completed all items on the agenda, Davenport moved to adjourn the meeting. Second by Cousins. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried and the Zoom meeting was deemed adjourned at 9:02 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Barbara Davenport'.

Barbara Davenport,
Secretary

A handwritten signature in blue ink, appearing to read 'Kimberly Swoverland'.

Kimberly Swoverland,
Recording Secretary