



Dexter District Library Board of Trustees

Meeting Minutes

March 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 7:02 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:

- Barbara Davenport, remote from Scio Twp, MI
- Cassy Korinek, remote from the City of Dexter, MI (joined the meeting at 7:08 p.m.)
- Jim LaVoie, remote from Dexter Twp, MI
- Donna Palmer, remote from Scio Twp, MI
- Rosemary Quigley, remote from Dexter Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Webster Twp, MI

Members absent:

- Patricia Cousins

Others present:

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

President Vrsek called for additions/changes to the presented agenda. LaVoie moved to approve the agenda as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the February 1, 2021 regular Board Meeting. No corrections were requested. Quigley moved to approve the minutes from the February 1, 2021 regular Board Meeting as presented. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, abstain=1, absent=2. Motion carried.

Korinek entered the meeting at 7:08, and stated her remote location as the City of Dexter, MI.

Public Comment: None.

Friends of the Library Report: McCann reported the Friends hosted a recent meeting via Zoom on the evening of February 23, 2021 at which there was continued discussion of the timing of resuming book donations, scheduling volunteer book sorters, and hosting used book sales. The Friends recently reimbursed the Library for the purchase of plexiglass safety shields for the staff. McCann intends to request funds for the Summer Reading Program at the next Friends meeting.

Treasurer's Report: McCann presented the Treasurer's report for February 2021. Balance Sheets and Statements of Operation were provided for the months of January and February 2021 for both 101 General Operations and 301 Debt Service. The paid bills for February 2021 were reviewed. Palmer moved to approve the bills paid during the month of February 2021. Second by Quigley. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent= 1. Motion carried.

McCann updated the Board on the recent health emergency of Treasurer Pat Cousins. LaVoie retains signatory authority from his time as President of the Board and was willing to serve as the alternate check-signer for the week of February 26, 2021. Moving forward, the Board will need to name an Interim Treasurer until such time as Cousins can hopefully return to her duties. LaVoie stated he was willing to serve as Interim Treasurer. Davenport expressed the Board's appreciation for LaVoie's many prior years of experience as Treasurer, and moved to appoint LaVoie to the role of Interim Treasurer in Cousins' absence. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Additionally, it was noted that Vrsek, as the current President, should be added as a signatory. Simpson moved to approve adding President Vrsek for signatory duties. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

McCann noted he received a notification of new incoming transfer fees from Chelsea State Bank. The Library would be charged \$10 each time an entity transferred funds into our ACH receivables account. As a non-profit unit of government, McCann has requested a waiver of this fee, but has not yet received a response.

Michigan CLASS: End of the month statements for February 2021 were not available in the Board Packet due to the timing of the month end. McCann noted the interest rates continue to be extremely low.

Budget Changes: McCann explained the HVAC outside air flow meter was not working properly. Attempts to clean and repair it were made but were unsuccessful, and it needed to be replaced at a cost of \$4,200.00. Davenport moved to increase the budgeted balance of line 101-901-972 Capital Replacement by \$4200.00, changing that line's budgeted balance from \$104,133.00 to \$108,333.00, utilizing funds from existing fund balance, and creating an intentional unbalanced budget. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Budget Changes continued: Regarding the State Aid account line, the Finance Committee was not able to meet in the month of February to make a recommendation to the Board. McCann requested Board input as to increasing the State Aid account line to reflect the expected full funding amount. Quigley moved to increase the budgeted amount of income line 101-000-575 State Aid by an additional \$8000.00, changing that line's budgeted balance from \$7000.00 to \$15,000.00. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Reimbursements: None.

Circulation Statistics: Statistics for February 2021 include:

February 2021	February
Circulation Statistics	
Adult Books	3318
Young Adult Books	506
Children's Books	5184
Magazines	119
DVD	1204
Books on CD	243
Music CD	260
Realia/Objects/Equip	49
Overdrive	3116
hoopla	1954
RBDigital mag/audio	432
Kanopy	680
Renewals via web	812
Auto-renewals	3516
In-House	3475
Total	24868
Library visits	3310
Reference questions	736
Items withdrawn	743
New items added	844
Total holdings	110905
New cards issued	35
Total card holders	11299
Internet usage	158
Museum/Park Pass	0
Web site visits	10674
Program attendance	730
Fax	15
ILL lent out	3322
ILL borrowed	3925
In-house renewals	184

Director's Report: The written director's report for February 2021 was reviewed. McCann noted the Library re-opened to the public on Monday, February 15. Tuesday, February 16 was a heavy snowfall day, but the Library was able to open in the afternoon for a half day of serving the public. While the public can now enter the building to browse the collections and check-out, curbside services are still offered for anyone who chooses, or is not able to come inside.

Personnel / Anniversaries: Regarding anniversary dates of hire, McCann informed the Board Diane Alson, Teen and Tween Librarian, and Josh Burns, Library Page, will both be reaching their anniversary dates of hire in the month of March. No board action was necessary due to the Jan 2021 wage rate adjustment schedule.

Personnel / Vacancies: The interview process has begun for securing additional staff for the vacancies in the youth department.

Items from Legislature and Local Municipalities: McCann provided the language from HB 4286 which is currently in committee at the State Legislature, and would allow for continuation of remote meetings.

Committee Reports: There were no committee meetings in the month of February 2021.

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 been completed and the system is fully functional.

Regarding discussion of services, McCann would like to have a few more weeks of statistical analysis of patron usage to assist him in making recommendations for expanding services and or service hours. The hope is that COVID rates will remain low, vaccination rates will increase, and the Library can not only remain open the public, but also safely add the services most needed by our patrons. The Board will discuss further at the next Board Meeting.

New Business: Regarding the date for the April Library Board Meeting, McCann noted the current rule allowing remote meetings will expire on March 31, 2021. With the next regularly scheduled Board Meeting being on April 5, 2021, if there are no extensions or no newly passed legislation, the Library Board would not be able to comply with an open-to-the-public meeting. Options presented were: 1) move the April Library Board Meeting to Monday, March 29, 2021. 2) cancel the April Library Board Meeting 3) take a wait & see approach to watch if an extension is granted, or if HB 4286 sees any action. The Board was in agreement to move the April meeting to March 29, 2021. It was noted this will fall during Dexter Schools' spring break, but with remote attendance possible, Board Members or members of the public could attend from any location. LaVoie moved to approve changing the date of the April Library Board Meeting to Monday, March 29, 2021 at the usual start time of 7:00 p.m. Second by Korinek. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried. McCann will ensure the meeting date change is posted in the appropriate places.

Public Comment: None.

Board Member Comments: None.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:32 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary