



Dexter District Library Board of Trustees

Meeting Minutes

May 3, 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.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Cassy Korinek, remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter Twp, MI (arrived at 7:29 p.m.)
- 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. Palmer moved to approve the agenda as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the March 29, 2021 regular Board Meeting (April Meeting). No corrections were requested. Quigley moved to approve the minutes from the March 29, 2021 regular Board Meeting as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Friends of the Library Report: McCann reported the Friends meeting at the end of April did not achieve a quorum of Friends Officers and the meeting was rescheduled for May 11, 2021.

Treasurer's Report: McCann presented the Treasurer's report for April 2021. Balance Sheets and Statements of Operation were provided for the months of March and April 2021 for both 101 General Operations and 301 Debt Service. The paid bills for April 2021 were reviewed. Davenport moved to approve the bills paid during the month of April 2021. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Bond Payment: The May 1st, 2021 bond payment was successfully transferred from Chelsea State Bank with LaVoie serving as signatory in Treasurer Cousins absence. The next bond payment will be due November 2021.

Michigan CLASS: End of the month statements for April 2021 were not available in the Board Packet due to the timing of the month end, but were displayed on screen during the meeting. McCann noted the interest rates continue to be extremely low.

Budget Changes: None.

Reimbursements: None.

LaVoie entered the meeting at 7:29 p.m. and stated his remote location as Dexter Twp, MI.

Director's Report: The written director's report for April 2021 was reviewed. McCann noted Maintenance Supervisor Nick Hutchcraft resigned effective April 9, 2021 and due to COVID restrictions, McCann believes it would be more effective to hire the position as part-time, seasonal until the Library is ready to resume public access to the meeting room spaces.

Personnel / Anniversaries: Regarding anniversary dates of hire, McCann informed the Board Amy Johnson, Adult Reference Librarian (12 years), and Sandy Colson, Circulation Library Assistant (15 years), will both be reaching their anniversary dates of hire in the month of May. No board action was necessary due to the Jan 2021 wage rate adjustment schedule. It was noted the Board greatly appreciates lengthy tenures such as these, as they contribute to overall continuity and institutional knowledge.

Personnel / New Hires: The interview process for the opening at the Youth Reference Desk has resulted in the selection of Rori Bielak. Davenport moved to approve the hiring of Rori Bielak effective April 26, 2021 as part-time Youth Reference Librarian at \$18.25/hr. Second by Palmer. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

Items from Legislature and Local Municipalities: McCann provided information regarding Michigan House Bills 4530-4533 which would restrict the number of possible elections in a given year. Correspondence from State Rep. Donna Lasinski regarding this issue was included.

Expiring Board Terms: Board terms expiring Sept 30, 2021 include: Patricia Cousins, City of Dexter; and Cassy Korinek, Dexter School District. Korinek expressed interest in serving another 4-year term. McCann will be in contact with the Cousins family.

Circulation Statistics: Stats for the months of March and April include:

April 2021

Circulation Statistics	April	March
Adult Books	3992	4341
Young Adult Books	625	753
Children's Books	7232	8258
Magazines	139	189
DVD	1479	1698
Books on CD	431	437
Music CD	237	299
Realia/Objects/Equip	44	53
Overdrive	3250	3267
hoopla	1877	2013
RBDigital mag/audio	0	327
Kanopy	575	521
Renewals via web	913	300
Auto-renewals	6857	6147
In-House	2301	2822
Total	29952	31425
Library visits	4611	5299
Reference questions	1035	1224
Items withdrawn	141	283
New items added	989	993
Total holdings	110007	110364
New cards issued	112	140
Total card holders	11548	11493
Internet usage	514	464
Museum/Park Pass	1	0
Web site visits	7675	8958
Program attendance	738	752
Fax	26	40
ILL lent out	2937	3368
ILL borrowed	3390	3995
In-house renewals	913	1047

Committee Reports: There were no committee meetings in the month of February 2021. McCann noted the Finance Committee will need to soon begin their work on the 2021-2022 fiscal year budget.

Old Business: Regarding the HVAC software controls project, some fine-tuning remains before the project can be finalized.

Regarding discussion of services, McCann requested Board input as to how to maintain the current level of library services safely while adding back suspended services in sustainable, controlled measures. The Board discussed several issues including the resumption of Friends shelf sales, cash handling, returning some furniture to the floors, and the use of meeting room spaces. The Board decided further, in-depth discussion was warranted and suggested for a task force to be formed to specifically work on a plan for the safe return of library services. Volunteers for the task force include one trustee from each of the Library's committees: Davenport (Finance Committee) Quigley (Facilities Committee) and Simpson (Policy Committee). The newly formed ad hoc task force will schedule a meeting in the near future and report back to the full Board.

New Business: None.

Public Comment: None.

Board Member Comments: Quigley announced the Dexter Garden Club has a volunteer for tending to the Library's flagpole garden. McCann recently replaced the "In Memory of Anne Piehl" marker at the base of the flagpole (it gets removed during the winter months). Board members offered their thanks to McCann for his dedication to re-opening the building while keeping staff and patron safety as the priority.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:55 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary