

Dexter District Library Board of Trustees

Meeting Minutes

June 7, 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 vacation on Michigan's West side
- Mary Graulich, Circulation Supervisor, attending from the City of Dexter
- Kim Swoverland, Recording Secretary, attending from Jackson County
- Four members of the public, anonymous, made no public comment

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

Vrsek called for corrections to the minutes of the May 3, 2021 regular Board Meeting (virtual). No corrections were requested. Simpson moved to approve the minutes from the May 3, 2021 regular Board Meeting as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: There was no pre-arranged public comment. With several members of the public tuned into the Zoom meeting, McCann specifically asked if anyone wished to make a comment at this time. No response.

Discussion of Mask Policies: McCann noted in the prior week he received multiple comments, complaints and suggestions for the re-consideration of masks/shielding for infants and toddlers. Correspondence was shared with the Board Members and they were in agreement to discontinue the enforcement of masks/shielding for children under the age of 2 years old, effective Thursday, June 3rd, 2021. Correspondence on this topic was included in the Board Packet.

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

Discussion of Mask Policies, continued: Multiple issues for changing mask requirements for patrons and staff were discussed and debated. McCann provided several pages of documents from Michigan.gov and MiOSHA regarding masks and workplace safety. Simpson moved to change the mask policy for patrons to align with MiOSHA standards that fully vaccinated persons can choose for themselves if they want to continue wearing masks in the Library or not, and at the point MiOSHA completely drops mask requirements for everyone (expected to be July 1, 2021) the Library policy will re-align. 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.

For Library Staff, Simpson moved for the current employee mask policy to remain in place until MiOSHA removes the mask requirement for all (expected to be July 1, 2021) and at that point all staff can choose for themselves if they want to continue wearing masks while at work or not. Second by Korinek. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=nay, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=1. Motion carried.

Friends of the Library Report: McCann reported the Friends are at the beginning stages of formulating plans to return back into the building for book sorting duties, and are possibly targeting the month of August 2021 for a book sale. Additionally, the Friends have committed to a \$3000 donation for this year's Summer Reading Program.

Treasurer's Report: McCann presented the Treasurer's report for May 2021. Balance Sheets and Statements of Operation were provided for the months of April and May 2021 for both 101 General Operations and 301 Debt Service. The paid bills for May 2021 were reviewed. Quigley moved to approve the bills paid during the month of May 2021. 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.

Michigan CLASS: End of the month statements for May 2021 were provided.

Budget Changes: McCann noted the line 101-901-971 Capital Repairs Annual was not initially given a budgeted amount because it was unknown what repairs may be necessary during the fiscal year. Now that a charge of \$4953.36 for the replacement of the HVAC system's fan motor has been assigned to this account, it is necessary to utilize fund balance to create a budget for the line. Davenport moved to increase the budget balance for line 101-901-971 Capital Repairs Annual from zero to \$4954.00 as an intentional use of Fund Balance. Second by Simpson. A

roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=nay, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye. Absent=1. Motion carried.

Reimbursements: None.

Director’s Report: The written director’s report for May 2021 was reviewed.

Personnel / Anniversaries: There are no staff anniversaries of hire date in the month of June.

Personnel / New Hires: The interview process for the openings at the Page position in the Circulation Department has resulted in the selection of Allison Berkholz, Sarah Burns, and Eliza Colby. Palmer moved to approve the hiring of A. Berkholz, S. Burns, and E. Colby effective June 2, 2021 as part-time Library Pages at \$9.65/hr. 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.

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 and McCann will send a letter to Dexter Schools Superintendent Timmis. McCann will also get in contact with the Cousins family.

Circulation Statistics: Stats for the months of May include:

May 2021	
Circulation Statistics	May
Adult Books	3704
Young Adult Books	643
Children's Books	8635
Magazines	127
DVD	1497
Books on CD	367
Music CD	253
Realia/Objects/Equip	52
Overdrive	3193
hoopla	2016
Kanopy	511
Renewals via web	924
Auto-renewals	7228
In-House	1779
Total	30929
Library visits	4779
Reference questions	1084
Items withdrawn	88
New items added	857
Total holdings	110818
New cards issued	49
Total card holders	11549
Internet usage	520
Museum/Park Pass	21
Web site visits	7730
Program attendance	518
Fax	28
ILL lent out	2509
ILL borrowed	3080
In-house renewals	239

Committee Reports: There were no committee meetings in the month of May 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, volunteers for the ad hoc task force included one trustee from each of the Library's committees: Davenport (Finance Committee) Quigley (Facilities Committee) and Simpson (Policy Committee) met via Zoom on May 20, 2021. McCann provided a printed summary of the issues discussed.

New Business: None.


Public Comment: None.

Board Member Comments: There was some discussion regarding the date of the next Board Meeting falling on a date the Library is closed and a Federal Holiday (July 5). McCann will send out an email to determine if a quorum could be achieved on a different date if the meeting date was changed, perhaps to Tuesday, July 6, 2021.

LaVoie exited the meeting at 9:00 p.m.

Adjournment: Having completed all items on the agenda, Vrsek moved to adjourn the meeting. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried, and the meeting was adjourned at 9:01 pm.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary