



Dexter District Library Board of Trustees

Meeting Minutes

August 30, 2021 (September Meeting)

7:00 p.m.

Due to the continuing COVID-19 pandemic, 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 7:03 p.m.

Members present:

- Barbara Davenport, remote from Vermilion, OH
- Cassy Korinek, remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter 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
- Donna Palmer

Others present:

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

President Vrsek called for additions/changes to the presented agenda. Some trustees had time constraints, therefore it was agreed all agenda items needing action would be moved to the top of the agenda, and all items not needing action would be moved to the bottom of the agenda. Davenport moved to approve the agenda as amended. 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 August 2, 2021 regular Board Meeting (virtual). No corrections were requested. LaVoie moved to approve the minutes from the August 2, 2021 regular Board Meeting (virtual) as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Public Comment: None.

Bills Paid in August 2021: The paid bills for the month of August were provided and reviewed. Davenport moved to approved the bills paid during the month of August 2021. Second by LaVoie. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Budget Changes: None.

Reimbursements: None.

Personnel / New Hires / Transitions: McCann stated that Diane Alson, current full-time Teen Librarian had expressed interest in reducing her hours and moving to a part-time reference position. Mollie Hall, current part-time Youth Reference Librarian expressed interest in the Teen Librarian position, was interviewed and offered the position. Effective October 1, 2021 Mollie Hall will be the new full-time Teen Librarian, and Diane Alson will be a part-time Adult Reference Librarian. Quigley moved to approve the promotion of M. Hall effective October 1, 2021 to full-time Teen Librarian at an annual salary of \$45,000 and to approve the transition of D. Alson to part-time Adult Reference Librarian at \$21.00/hr. Second by Simpson. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Adoption of the 2021 – 2022 Budget: McCann informed the Board the proposed budget for the 2021-2022 fiscal year was made available to the public for the month of August 2021. Public Notices of the budget hearing date and time were published in the Sun Times News on 8/11/21 and again on 8/18/21. The notice was also posted on the Library's website through the month of August. The public hearing was held at 6:30 pm on August 30, 2021 via Zoom. No members of the public attended. Simpson offered the Resolution to Adopt the Budget for General Operations and Debt Service for the 2020-2021 fiscal year as presented. Second by Quigley. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, nay=none, absent=2. Motion carried. See addendum for full text of the Resolution.

Approval of the 2021 L-4029 Millage Rate Request Forms: LaVoie moved to approve the 2021 L-4029 Millage Rate Request Forms for both Washtenaw and Livingston Counties as presented. Second by Davenport. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, nay=none, absent=2. Motion carried.

Covid-19 Staff Bonus Pay: McCann presented a potential schedule of staff bonuses for Board consideration. The wages line is running below budget due to reduced hours of operation, but staff have been asked to go beyond their normal job duties and McCann felt extra compensation was warranted. McCann highlighted staff compliance with all of the Covid-related changes, praised their creative-thinking and positive attitudes, and expressed his appreciation toward the staff's efforts and hard work. The Board was in agreement with their appreciation for the staff's flexibility to adapt and to continue to serve the public. The Board was also in agreement that if the Bonus Pay were to be approved that the Director should also be included on the schedule for his exemplary leadership, diligence to safety measures, and many, many hours of extra work.

Covid-19 Staff Bonus Pay Continued: The question was raised as to prior Covid-related bonuses or pay increases, and if the presented schedule represents the best use of tax-payer funds. After much discussion, Simpson moved to approve the schedule of Covid-19 bonuses, amended to include \$1000 for Library Director McCann, for staff who were active employees as of August 1, 2021 and who also had worked a minimum of 50 hours for the 2020-2021 fiscal year. Second by Davenport. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=nay, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Temporary Policy for Attendance at Indoor Library Programming, Events and Room Use: McCann presented an attorney-reviewed new policy to govern in-person Library events and community use of meeting rooms. Questions were asked to the Board's satisfaction. McCann reiterated the policy is temporary and may need to be amended as Covid conditions evolve, and/or new information comes to light. Quigley moved to approve the Temporary Policy for Attendance at Indoor Library Programming, Events and Room Use as presented. Second by Davenport. A roll call vote was taken. Davenport=aye, Korinek=aye, LaVoie=aye, Quigley=aye, Simpson=aye, Vrsek=aye, nay=none, absent=2. Motion carried.

LaVoie excused himself from the meeting and exited Zoom at 7:59 p.m.

Next Library Board Meeting – October 4, 2021: McCann requested Board input as to if they would prefer for the October meeting to be in-person at the Library, or remain virtual on Zoom. The issue of limiting the number of members of the public in attendance at an in-person meeting was discussed. Due to a conflict with another Library event taking place in the lower level meeting room, Board consensus was for the October 4, 2021 to take place via Zoom.

Expiring Board Terms: McCann noted the Dexter School District re-appointed Cassy Korinek for another 4-year term, ending Sept 30, 2025. The City of Dexter is still considering applicants for the position being vacated by Patricia Cousins.

Davenport excused herself from the meeting and exited Zoom at 8:05 p.m.

Friends of the Library Report: McCann reported the Friends are planning to have a book sale on Saturday, October 2nd to reduce their existing inventory, and then hope to resume accepting book donations afterward.

All remaining items on the agenda were presented in the Board Packet, and the Trustees remaining in the Zoom meeting were in agreement to review at home.

Treasurer's Report: The Treasurer's report for August 2021 was included in the Board Packet. Balance Sheets and Statements of Operation were provided for the months of July and August 2021 for both 101 General Operations and 301 Debt Service.

Michigan CLASS: End of the month statements for August 2021 were not available due to the timing of the meeting prior to the month end.

Director's Report: The written director's report for August 2021 was included in the packet.

Circulation Statistics: Stats for the month of August will be provided to the Board at a later date, and included with the minutes as an addendum.

Personnel / Anniversaries: Anniversaries occurring in the coming month Circulation Supervisor Mary Graulich (27 years), and Library Assistants Jill Hall-Brown (11 years) Megan Rittinger (7 years) and Melissa Shaieb (2 years). No Board action was necessary due to the Jan 2021 wage rate adjustments.

Committee Reports: None for the month of August 2021.

Public Comment: None.

Adjournment: The meeting was deemed adjourned at 8:15 p.m.

Respectfully submitted,

Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary

Due to the meeting date, the Library's usage statistics were unavailable at the time of the Board meeting. The month had not fully concluded. The addendum here is intended to keep the monthly statistics with the appropriate Board meeting minutes. ~ PM

August 2021

Circulation Statistics	Aug
Adult Books	4163
Young Adult Books	918
Children's Books	10007
Magazines	194
DVD	1843
Books on CD	459
Music CD	271
Realia/Objects/Equip	46
Overdrive	3231
hoopla	1990
Kanopy	428
Renewals via web	1356
Auto-renewals	9247
In-House	2559
Total	36712

Library visits	7649
Reference questions	1646
Items withdrawn	600
New items added	1143
Total holdings	111039
New cards issued	95
Total card holders	11297
Internet usage	1400
Museum/Park Pass	31
Web site visits	8657
Program attendance	368
Fax	31
ILL lent out	2922
ILL borrowed	4650
In-house renewals	274
Unique borrowers	1775

**BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET
(GENERAL APPROPRIATIONS ACT)**

At the regular meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 30th day of August, 2021, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members DAVENPORT, KORINEK, LAVOIE, QUIGLEY, SIMPSON, VRSEK

ABSENT: Members COUSINS, PALMER

The following preamble and resolution were offered by Member SIMPSON and supported by Member QUIGLEY:

WHEREAS, the District Library is established under the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds;

WHEREAS, the District Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the District Library Board has determined to hold a public hearing and to adopt the budget for the District Library for the October 1, 2021 to September 30, 2022 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This resolution shall be known as the Dexter District Library General Appropriations Act.

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation (The Sun Times News) on August 12 and August 19, 2021, and a public hearing on the proposed budget was held on August 30, 2021.

Section 5: Estimated Revenues

Estimated library Operational Fund revenues for the fiscal year October 1, 2021 to September 30, 2022, including a voter-authorized millage of 1.0881 mills and various miscellaneous revenues, shall total \$1,687,434. The Library shall also levy an additional 0.38 mills for debt service, generating an additional \$576,995.

Section 6: Millage Levy

The Dexter District Library Board shall levy and collect the general property tax on all real and personal property within the Dexter District Library district upon the current tax roll an amount equal to 1.4681 mills as authorized under state law and approved by the electorate. The purpose of such millage levy is for all district library purposes authorized by law.

Section 7: Estimated Expenditures

Estimated library fund expenditures for fiscal year October 1, 2021 to September 30, 2022 for the various library activities (line-items) are as follows: \$1,657,280 for operational purposes and \$588,558 for debt service.

Section 8: Adoption of Budget by Reference

The general library fund budget of the Dexter District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act (See attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Board of Trustees of the Dexter District Library adopts the fiscal year library fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend Library funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 9(a): Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$5,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

Section 15: Board Adoption

Motion made by SIMPSON, seconded by QUIGLEY to adopt the foregoing resolution. Upon roll call vote, the following voted aye: DAVENPORT, KORINEK, LAVOIE, QUIGLEY, SIMPSON, VRSEK. The following voted nay: NONE. PRESIDENT VRSEK declared the motion carried and the resolution duly adopted on the 30th day of August 2021.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Dexter District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a special meeting held on the 30th day of August, 2021 at 7:00 p.m.


Secretary