



Dexter District Library Board of Trustees

Meeting Minutes

October 4, 2021

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.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Jim LaVoie, remote from Dexter Twp, MI
- Donna Palmer, remote from Scio Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Webster Twp, MI

Members absent:

- Cassy Korinek
- Rosemary Quigley
- No representative has yet been appointed by the City of Dexter

Others present:

- Paul McCann, Library Director, remote from Webster Twp
- Kim Swoverland, Recording Secretary, remote from Jackson County

Patricia Cousins: McCann requested a moment of silence and reflection to honor the life of Pat Cousins and her 20 years of dedicated service to the Library Board.

Election of Officers: With the start of the new fiscal year, the slate of Board Officers was discussed. When Pat Cousins was no longer able to serve her duties as Treasurer, Jim LaVoie stepped in as Interim Treasurer, much to the Board's appreciation. Members present were in favor of continuing with the current slate of officers, with LaVoie no longer as "interim."

Simpson moved to approve the slate of Board Officers to serve for the 2021-2022 fiscal year as follows:

President:	<u>Shelly Vrsek</u>
Vice-President:	<u>Sherry Simpson</u>
Secretary:	<u>Barbara Davenport</u>
Treasurer:	<u>James LaVoie</u>

Second by Palmer. A roll call vote was taken. Davenport=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Oath of Office: As part of the start of a new fiscal year, McCann led the trustees in reciting the Oath of Public Officers.

President Vrsek called for additions/changes to the presented agenda. No changes were requested. Simpson moved to approve the agenda as presented. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the August 30, 2021 regular Board Meeting (virtual) and August 30, 2021 Budget Hearing (virtual). No corrections were requested. LaVoie moved to approve the minutes from the August 30, 2021 regular Board Meeting (virtual) and the August 30, 2021 Budget Hearing as presented. Second by Vrsek. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: There was no pre-arranged public comment.

Friends of the Library Report: McCann reported the Friends had a used book sale on Saturday, October 2nd with good success. McCann was present for the duration to ensure things went smoothly and reported it was a good 1st start. Book sale customer capacity was monitored to ensure adequate air exchange (COVID concerns). The Friends earned almost \$1000 for the day.

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

Michigan CLASS: End of the month statements for September 2021 were not available.

Budget Changes: None for the 2021-2022 fiscal year. McCann provided a copy of the memo outlining the end of the fiscal year budget change previously approved via email.

Reimbursements: None.

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

Personnel / New Hires / Promotions / Resignations: In the Youth Department, Jennifer Schultz was interviewed and selected for hire. In the Circulation Department, Abbey Dinsdale was promoted from Library Page to Library Assistant. Davenport moved to approve the hiring of J. Schultz effective September 20, 2021 as part-time Youth Reference Librarian at \$18.25/hr. and to approve the promotion of A. Dinsdale to Library Assistant effective September 14, 2021 at \$12.02/hr. Second by Simpson. A roll call vote was taken. Davenport=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried. Also in the Youth Department, Youth Reference Librarian Marissa Lasoff-Santos submitted her 2 week notice of resignation. Her final day will be September 30, 2021. The position has been posted and McCann is reviewing applications for her replacement.

Personnel / Anniversaries: The following employees will be reaching their anniversary dates of hire in the month of October: Ruth Jansen, Head of Youth Services (2 years) and Amy Hyde, Youth Reference Librarian (4 years). No board action was required due to the January 2021 wage rate adjustments.

Items from Legislature and Local Municipalities: McCann noted he has not had any update from the City of Dexter regarding where they are in their process to appoint a new representative to the Library Board.

Circulation Statistics: Stats for the month of September 2021 include:

September 2021	
Circulation Statistics	Sept
Adult Books	3964
Young Adult Books	653
Children's Books	8356
Magazines	176
DVD	1593
Books on CD	405
Music CD	209
Realia/Objects/Equip	41
Overdrive	2593
hoopla	1810
Kanopy	697
Renewals via web	1273
Auto-renewals	8244
In-House	2544
Total	32558
Library visits	7178
Reference questions	1676
Items withdrawn	376
New items added	854
Total holdings	111117
New cards issued	69
Total card holders	11346
Internet usage	1672
Museum/Park Pass	5
Web site visits	9500
Program attendance	568
Fax	33
ILL lent out	2918
ILL borrowed	4502
In-house renewals	369
Unique borrowers	1621

Committee Reports: None for the month of September 2021. Regarding Trustee assignments to committees for the 2021-2022 fiscal year, McCann recommending waiting until more Trustees were present.

Old Business:

Regarding the HVAC software controls project, McCann reported the project is complete and final payments are ready to be disbursed.

For upcoming November and December Board Meetings, McCann requested Trustee input as to if the meetings should continue on Zoom, or if they would like to resume meeting in person. The Washtenaw County Emergency Orders allow for public boards to meet on Zoom through the end of December 2021. Board consensus was for the November 2021 and December 2021 Library Board Meetings to continue to be virtual, on Zoom.

New Business:

With the passing of long-time Board Member Pat Cousins on September 24, 2021, the Cousins family designated the Library to be the recipient of donations in Pat's honor. McCann stated donations have already been coming in, and the Library will start gathering ideas for an appropriate memorial.

It was requested if the Library could have a "Donate Here" icon on our website, to make it easy to make contributions in Pat's honor using credit/debit cards online. McCann stated he, along with Technology Librarian Scott Wright, are in the process of evaluating what needs to be done with PayPal and Chelsea State Bank to accomplish this, but would need the approval of the Board before finalizing the details. Palmer moved to authorize McCann to set-up a method of online donations on the Library's website. Second by Simpson. A roll call vote was taken. Davenport=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Public Comment: None.

Board Member Comments: None.

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

Adjournment: Having completed all items on the agenda, the meeting was adjourned at 9:01 pm.

Respectfully submitted,

Barbara Davenport,
Secretary

Kimberly Swoverland,
Recording Secretary