



Dexter District Library Board of Trustees

Meeting Minutes

November 1, 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:

- Martha Gregg, remote from the City of Dexter, MI
- Cassy Korinek, remote from the City of Dexter, 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:

- Barbara Davenport
- Jim LaVoie

Others present:

- Paul McCann, Library Director, attending from the Dexter District Library
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI
- Ruth Jansen, Head of Youth Services, remote from Lodi Twp, MI

Welcome and Introductions: McCann welcomed and introduced new Trustee Martha Gregg, appointed by the City of Dexter for a 4-year term, running through September 30, 2025.

Oath of Office: As part of the start of a new fiscal year, McCann led the trustees who were absent from the October 2021 Board Meeting in reciting the Oath of Public Officers.

President Vrsek called for additions/changes to the presented agenda. No changes were requested. Quigley 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 October 4, 2021 regular Board Meeting (virtual). No corrections were requested. Simpson moved to approve the minutes from the October 4, 2021 regular Board Meeting (virtual) 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.

Friends of the Library Report: McCann reported the Friends had a used book sale on Saturday, October 2nd with good success. The next used book sale is planned for Saturday, November 6, 2021. Daily shelf sales have resumed.

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

Michigan CLASS: End of the month statements for October 2021 were discussed. Interest earnings remain very low.

Budget Changes: While not technically a budget change, an error in "Exhibit A, Official Budget 2021-2022" was discovered. The total dollar amounts for Other Income and Other Misc. Revenue were transposed. It should read as follows:

Other Income	\$31,735
Other Misc Revenue	\$49,950

Simpson moved to acknowledge the transposed dollar figures for Other Income and Other Misc Revenue, noting the error does not change any of the individual budget lines. Second by Gregg. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Reimbursements: None.

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

MML Insurance: McCann requested board input as to possibly increasing the limits on the Library's Liability and Property insurance through Michigan Municipal League. As the current due date for existing coverage is drawing near, Simpson moved for the current MML Insurance Policy to be renewed as presented. Second by Palmer. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried. Liability limits can be discussed at the committee level, and if any increases are recommended, they can be added to the Library's current coverage at a pro-rated rate. It was also requested for McCann to look into the Library's cyber-security risk, and for a risk assessment to be done.

Personnel / New Hires: In the Youth Department, Xanthe Muller was interviewed and selected for hire. Palmer moved to approve the hiring of X. Muller effective October 20, 2021 as part-time Youth Reference Librarian at \$18.25/hr. Second by Quigley. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Personnel / Anniversaries: The following employees will be reaching their anniversary dates of hire in the month of November: Ann Smart (15 years) and Jane Anderson (5 years), both Library Assistants in the Circulation Department. No board action was required due to the January 2021 wage rate adjustments.

Pandemic Response Policy: McCann requested Board input as to pay for employees who are required to stay home due to COVID exposure and/or symptoms. The Board requested for further discussion at the Policy Committee for their recommendation.

Community Giving Opportunities: McCann noted the Library was able to successfully set up an electronic donations button on the main page of the Library's website. Currently it is being used for contributions to a memorial for Pat Cousins, but in the future it will be for general donations to the Library. Additionally, McCann provided an article from the Sun Times News with information regarding a possible community giving initiative at Erratic Ale brewery. The Board gave support for moving forward, either in direct partnership, or through the Friends of the Library, with the stipulation that donations would be used for programming for Adults.

Restroom Repairs: A recent plumbing leak has shown a light on aging bathroom sink supply lines, mixing valves and fixtures. A quote for repairs and replacements was provided to the Board. McCann requested input as to doing repairs slowly over time, or scheduling all repairs/replacements now before any other leaks occur. Ruth Jansen noted we were lucky to have discovered the prior leak during a time when staff was in the building. If the leak had occurred overnight, or on a day when the Library was closed, there could have been significant water damage. Board consensus was to do the repair/replacement now, utilizing fund balance to pay for the estimated \$10 - \$12k cost.

Fines for DVD's: McCann noted the usage of DVD's has dropped dramatically and there is no longer a need for \$1 a day fines on late returns. Changing DVD's to 10 cents a day for late returns would put them in line with all other Library materials. The Board was in agreement with McCann's suggestion to reduce fines on late DVD's to 10 cents per day.

Items from Legislature and Local Municipalities: McCann provided an Assessing Officers Report for Industrial Facility Exemption Certificates, for the Board's information.

Committee Reports: None for the month of October 2021. Assignments for the 2021-2022 committees were discussed. Without having Davenport's input, the committees are as follows:

Finance Committee: Palmer, LaVoie
Facilities Committee: Gregg, Quigley
Policy Committee: Korinek, Simpson, Vrsek

McCann and Swoverland will follow-up with Davenport as to her preference for committee assignment, and will schedule committee meetings in the coming weeks. Korinek volunteered to serve on a 2nd committee if needed.

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

October 2021	
Circulation Statistics	Oct
Adult Books	3741
Young Adult Books	596
Children's Books	8705
Magazines	98
DVD	1723
Books on CD	348
Music CD	286
Realia/Objects/Equip	124
Overdrive	2976
hoopla	1871
Kanopy	731
Renewals via web	1114
Auto-renewals	8414
In-House	2213
Total	32940
Library visits	8158
Reference questions	1710
Items withdrawn	252
New items added	720
Total holdings	111201
New cards issued	66
Total card holders	11401
Internet usage	2298
Museum/Park Pass	8
Web site visits	9457
Program attendance	1238
Fax	30
ILL lent out	1456
ILL borrowed	2518
In-house renewals	358
Unique borrowers	1601

Old Business:

McCann requested for ideas and suggestions for a lasting memorial in honor of long-time Board Member Patricia Cousins to be sent to him. Donations are still arriving and currently stand at \$4,500. The Cousins family is thinking of having a memorial service in the spring of 2022.

New Business:

2021 Library Closing Schedule: McCann requested for Sunday, December 26, 2021 to be added to the scheduled closings. Simpson moved for the 2021 Closing Schedule to be amended with the addition of Sunday, December 26, 2021 as presented. Second by Gregg. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Board Meeting Dates for 2022 and January 2023: McCann presented the schedule of Board Meeting dates for the upcoming year and requested input on the meeting dates with holiday interference. The Board was in favor of continuing to meet on the 1st Monday of the month with the following exceptions: 2nd Monday of the month for January 2022 and January 2023, No meeting in July 2022, and the September meeting will be one week early on August 29, 2022. Quigley moved to approve the schedule of Board Meeting Dates for 2022 and January 2023 as amended. Second by Simpson. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

2022 Library Closing Schedule and 2022 Staff Paid Holiday Schedule: McCann presented the schedule of suggested closing dates and staff paid holidays for the 2022 calendar year and January 2023. Most closing dates are tied to dates that The Library Network will have the circulation system shut-down for maintenance. There were no suggested changes to either of the schedules. Simpson moved to approve the Library Closing Schedule 2022 and January 2023, and the Staff Paid Holiday Schedule 2022 and January 2023 as presented. Second by Korinek. A roll call vote was taken. Gregg=aye, Korinek=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Public Comment: None.

Board Member Comments: Martha Gregg was again thanked for agreeing to become a Library Board Trustee. It was noted this is a time of year for giving thanks and being grateful, and our wonderful Library is indeed something to be thankful for.

Adjournment: Having completed all items on the agenda, Quigley moved to adjourn the meeting. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried, and the meeting was adjourned at 9:12 p.m.

Respectfully submitted,



Kimberly Swoverland,
Recording Secretary