



## Dexter District Library Board of Trustees

### Meeting Minutes

December 6, 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.

President Vrsek called the meeting to order at 7:02 p.m.

Members present:

- Barbara Davenport, remote from Scio Twp, MI
- Martha Gregg, remote from the City of Dexter, MI
- Jim LaVoie, remote from Dexter Twp, MI
- Sherry Simpson, remote from Webster Twp, MI
- Shelly Vrsek, remote from Webster Twp, MI

Members absent:

- Cassy Korinek
- Donna Palmer
- Rosemary Quigley

Others present:

- Ailie Weaver, Auditor from Maner, Costerisan CPAs, remote from Lansing, MI
- Paul McCann, Library Director, attending from the Dexter District Library
- Kim Swoverland, Recording Secretary, remote from Jackson County, MI

President Vrsek called for additions/changes to the presented agenda. McCann requested the additional topics of required masks for staff, and recognition of Shelly Vrsek's recent appointment to the State of Michigan Board of Social Work. Simpson moved to approve the agenda as amended. 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 November 1, 2021 regular Board Meeting (virtual). It was noted not enough trustees were present who were also present for the November 1 meeting, and therefore the call to approve the minutes would be postponed until the next regular Board Meeting.

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

**Audit Presentation:** Ailie Weaver of Maner Costerisan, CPAs reviewed the 2020-2021 audit report, which concludes with an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury in the near future. Weaver mentioned a couple of future changes to the audit process and how they will factor into the Library's overall picture of financial health: GASB87 will deal with lease agreements; GASB96 will deal with subscriptions for technology. Weaver discussed a service Maner Costerisan could provide for the Library, which would entail the calculations for asset inventory and the related depreciation schedules and formulas. There would be a one-time implementation fee for this service. Trustees had the opportunity to ask questions. Weaver was thanked for her time and expertise and exited the meeting at 7:36 p.m. The Board had no objections to the audit report and was in consensus to accept it as presented. The Board was also in consensus to turn over asset inventory duties to Maner Costerisan.

**Friends of the Library Report:** McCann reported the Friends had a used book sale on Saturday, December 4<sup>th</sup> with good success. McCann was present for the first portion of the sale to ensure things went smoothly. Book sale customer capacity was monitored to ensure adequate air exchange for COVID concerns. The Friends earned nearly \$1750 for the day, including the sale of several decommissioned library computers.

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

**Michigan CLASS:** End of the month statements for November 2021 were reviewed.

**Budget Changes:** None.

**Reimbursements:** None.

**Director's Report:** The written director's report for November 2021 was reviewed. McCann supplied the Board with a summary of recent national movements aimed at restricting access to certain materials to minors. DDL Librarians select materials, and review complaints about materials, through the lens of the Board-approved Materials Selection Policy. Regarding COVID and mask requirements, McCann noted the recent recommendation from the State Dept. of Health that people, regardless of vaccination status, should wear masks in indoor public settings. Regarding the offer from Erratic Ale to partner with the Library for the month of January 2022's "Good Neighbor" program is moving forward. The Library intends to have a presence at the business to provide information and thank Erratic Ale for their support. Davenport indicated her willingness to be present on January 7, 2022.

**Circulation Statistics:** Stats for the month of November 2021 include:

**November 2021**

Circulation Statistics	Nov
Adult Books	3696
Young Adult Books	640
Children's Books	8310
Magazines	118
DVD	1822
Books on CD	403
Music CD	346
Realia/Objects/Equip	47
Overdrive	2933
hoopla	1802
Kanopy	895
Renewals via web	1535
Auto-renewals	8087
In-House	4973
<b>Total</b>	<b>35607</b>
Library visits	7917
Reference questions	1663
Items withdrawn	1021
New items added	955
Total holdings	111476
New cards issued	50
Total card holders	11444
Internet usage	1598
Museum/Park Pass	2
Web site visits	8217
Program attendance	813
Fax	30
ILL lent out	1492
ILL borrowed	2947
In-house renewals	324
Unique borrowers	1567

**Stanley Automatic Door Proposal:** The Board reviewed the written Service Agreement Proposal from Stanley Access Technologies for a 5-year contract for maintenance. Davenport moved to authorize McCann to enter into the agreement with Stanley as written. Second by Simpson. Discussion and questions arose that caused Davenport to withdraw her motion and

Simpson to withdraw her support. Motion Withdrawn. McCann will investigate to determine the approximate life expectancy of the doors (they are currently 13 years old) and if changing the number of years on the service agreement would change the annual cost. McCann will report back to the Board with more information.

**Personnel / New Hires:** For the open maintenance position, Jonathan (Matt) Erwin has been hired on a temporary, part-time basis to get the Library through the winter months, and the position will be discussed and evaluated again in the spring. LaVoie moved to approve the hiring of J.M. Erwin effective November 22, 2021 as part-time maintenance at \$16.50/hr. Second by Simpson. A roll call vote was taken. Davenport=aye, Gregg=aye, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

**Personnel / Anniversaries:** Library Director McCann will be reaching his 27-year anniversary with the Library in the month of December. Board action will be taken once McCann completes his annual review and the Board goes through the evaluation process.

**Committee Reports:** None for the month of November 2021. Regarding Trustee assignments to committees, Davenport was agreeable to being on the Facilities Committee, and the Board had no objections to the Finance Committee operating with just two Trustees. The Board was in consensus with the following assignments for the 2021-2022 fiscal year:

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

### **Old Business:**

Donations for the Cousins Memorial continue to arrive, with just over \$5000 in contributions.

Regarding the Pandemic Response Plan, McCann would like Policy Committee to review and discuss but for the time being, McCann would like to require all staff to wear masks when they are in the building, and to be careful to isolate themselves from others when they are eating and drinking. The Board had no objections to the plan. It was requested for McCann to pass along to the staff the Board's appreciation for the staff's cooperation and to extend the Board's awareness and understanding of the difficulties and fatigue that comes with COVID precautions.

Regarding MML insurance and specifically cybersecurity, there is no risk assessment offered. The Board would like the Finance Committee to review MML liability limits for possible expansion. It was noted the bond amount for the Library's Treasurer might be too low. Vrsek offered she could assist with reviewing documents related to risk and insurance.

### **New Business:**

It is expected the Library Board will need to meet in person beginning with the January 2022 regular meeting. Masks will be required for all in the meeting room.

**Public Comment:** None.

**Board Member Comments:** None.

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn the zoom meeting. Second by Gregg. A voice vote was taken with no objections. Aye=all, nay=none, absent=3. Motion carried and the meeting was adjourned at 9:10 p.m.

Respectfully submitted,



Barbara Davenport,  
Secretary



Kimberly Swoverland,  
Recording Secretary