



Dexter District Library Board of Trustees

Meeting Minutes

February 7, 2022

7:00 p.m.

Members present: Barbara Davenport, Martha Gregg, Cassy Korinek, Jim LaVoie, Donna Palmer, Rosemary Quigley, Sherry Simpson, Shelly Vrsek

Members absent: None.

Others present: Paul McCann, Library Director,
Kim Swoverland, Recording Secretary

President Vrsek welcomed everyone back to the Library's first in-person Board meeting after nearly 2 full years of Zoom meetings, and called the meeting to order at 7:05 p.m.

Vrsek called for additions/changes to the presented agenda. McCann noted the portion of the agenda under Consent Agenda would need to be an action item. Simpson moved to approve the meeting agenda as presented, with the Consent Agenda as an action item. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Vrsek called for corrections to the minutes of the November and December 2021 regular Board Meetings. No corrections were requested. Simpson moved to approve the minutes from the November 1, 2021 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried. Davenport moved to approve the minutes from the December 6, 2021 regular Board Meeting as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Public Comment: None.

Consent Agenda: Vrsek called for consideration of the Consent Agenda, including the following: Library Director's narrative report, Friends of the Library report, Balance Sheets, Michigan Class report, Library statistical report, and Committee reports. A comment was made in appreciation for the individual department reports contained in the Director's report. Quigley moved to approve the Consent Agenda. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Treasurer's Report: McCann presented the current Treasurer's report. The paid bills for December 2021 and January 2022 were reviewed. LaVoie moved to approve the bills paid during the months of December 2021 and January 2022. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Budget Changes: McCann reported the faucet replacement project has been successfully completed and, as previously discussed by the Board, will be paid from the Capital Replacement line of the budget. Simpson moved to increase the budgeted balance of line 101-901-972 Capital Replacement by \$10,680.00 with funds to come from the excess 2021-22 income that was not allocated during the budgeting process, reducing net budgeted income from \$30,153.00 to \$19,437.00. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Reimbursements: None.

2022 Wage Rate Adjustments: McCann presented the schedule of proposed wage rate adjustments, intended to be retro-active to the 1st payroll of January 2022. Library Pages making minimum wage have already had their increase implemented per State requirements. All other wage adjustments were on hold for official Board approval. New hires with less than 12 months at their position would be eligible for a wage rate increase at their 1-year anniversary. The adjustments are essentially a 2% increase over the prior year, with some adjustments slightly higher for additional duties. Board members noted the Library Director's 1% increase was too low. Simpson moved to approve the 2022 Wage Rate Adjustment Schedule, with the Library Director's wage adjustment increased to 2%. A comment was made that 2% is still too low, and perhaps when the Director's Evaluation process is complete, the Board may want to re-evaluate the Director's salary. Simpson moved to approve the 2022 Wage Rate Adjustments, with the Library Director's salary at a 2% increase. Second by Korinek. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Personnel / New Hire: McCann informed the Board that interviews were conducted in early January for a part-time Adult Reference Librarian and Emily Murphy was offered the position. Palmer moved to approve the hiring of E. Murphy effective January 12, 2022 as part-time Adult Reference Librarian at \$18.25/hr. Second by Quigley. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Maintenance Contract for Lobby Doors: A 5-year service agreement with Stanley Access Technologies for the repair and maintenance of the sliding lobby doors was reviewed and recommended by both the Library Finance and Facilities Committees. Due to an urgent repair need, McCann signed and submitted the agreement. The Board was in support of McCann to be able to make these decisions on the Board's behalf, especially when there are time-sensitive issues. Simpson moved to approve the 5-year service agreement with Stanley Access Technologies as presented. Second by Gregg. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Circulation Statistics: Statistical charts for the months of December 2021 and January 2022 were available and reviewed.

**Circulation Statistics
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	Jan	Dec
Adult Books	4297	3435
Young Adult Books	579	613
Children's Books	7646	6581
Magazines	100	92
DVD	2030	1992
Books on CD	393	286
Music CD	264	451
Realia/Objects/Equip	49	55
Overdrive	3261	2947
hoopla	1974	1757
Kanopy	634	624
Renewals via web	1230	1300
Auto-renewals	7076	8098
In-House	2341	2013
Total	31874	30244
Library visits	6571	6597
Reference questions	1585	1420
Items withdrawn	593	525
New items added	1157	942
Total holdings	111714	111210
New cards issued	71	108
Total card holders	11535	11491
Internet usage	1509	1323
Museum/Park Pass	0	4
Web site visits	9302	8103
Program attendance	621	826
Fax	26	19
ILL lent out	2120	1613
ILL borrowed	3195	2593
In-house renewals	367	289
Unique borrowers	1576	1452

2020-2021 Fiscal Year Audit: McCann stated he realized after the audit presentation at the December 2021 Board Meeting, the Board did not officially accept the audit, and requested they do so now. Quigley moved to accept the 2020-2021 audit report as presented. Second by Palmer. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Foster, Swift Rate Change: McCann provided a recent letter from the Library's attorney announcing the hourly billing rate change effective February 1, 2022. Davenport moved to accept the Foster, Swift billing rate changes as presented. Second by Simpson. A roll call vote was taken. Davenport=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Quigley=aye, Simpson=aye, Vrsek=aye, absent=0. Motion carried.

Items from Legislature and Local Municipalities: None.

Old Business:

Regarding a memorial for Patricia Cousins, donation money continues to come in and the Cousins family is hoping to have a gathering at the Library in mid-May. McCann has been in touch with Distinct Designs for assistance in narrowing the focus on a local artist who might be able to provide an outdoor art installation by mid-May. The time frame is tight but Pat was an avid gardener and outdoor art seems an appropriate way to honor her.

The policy committee is working on updating the pandemic response plan, most of which is no longer relevant.

Regarding cybersecurity, McCann inquired with MML and discovered they do not provide coverage for cybersecurity. Much of the Library's data resides with TLN and is therefore under TLN's protection. McCann is encouraging TLN to evaluate their risk and take action wherever weaknesses may reside. Vrsek has first-hand knowledge of the difficulties that occur when an institution is hit by a cyberattack and will pass along the contact info of the agency that assisted Webster Township.

New Business:

McCann informed the Board that AT&T, who is responsible for the Library's land lines, has announced they are decommissioning the copper lines, otherwise known as POTS lines. Scott Wright is working on finding alternative phone services for the Library's fire panel, burglar alarm, and FAX lines. The POTS line for the elevator emergency call line was already converted during last year's maintenance.

Public Comment: None.

LaVoie excused himself from the meeting at 8:37 p.m.

Board Member Comments: There was discussion regarding recent news of book banning and censorship in other communities, and the question was asked if the Library has an official position on book selection and response to censorship demands. McCann reviewed the existing Library Board position as contained in the Library Materials Selection Policy, which reads as follows:

INTELLECTUAL FREEDOM AND CENSORSHIP

The Board of Trustees realizes that some materials purchased according to these guidelines may be offensive to certain members of the community. The Dexter District Library serves everyone by being a center for popular materials in a variety of print, audiovisual and electronic formats and supports the freedom of all residents to seek information. The Dexter District Library endorses the "Library Bill of Rights" and its interpretations, adopted by the American Library Association, insofar as they accord with the Dexter District Library's material selection policy, the laws of the State of Michigan and the United States of America. The Dexter District Library is a repository of recorded expression and any attempt to remove materials from this collection or to add materials that do not meet the selection criteria will be addressed by the Director.

Adjournment: Having completed all items on the agenda, the meeting was deemed adjourned by consensus at 8:50 p.m.

Respectfully submitted,



Barbara Davenport,
Secretary



Kimberly Swoverland,
Recording Secretary