



**Dexter District Library Board of Trustees**

**Meeting Minutes**

December 5, 2022

7:00 p.m.

Members present: Barbara Davenport, James (Jaime) Estill, Martha Gregg, Cassy Korinek,  
Sherry Simpson, Shelly Vrsek

Members absent: Jim LaVoie, Donna Palmer

Others present: Ailie Weaver, Auditor from Maner Costerisan CPAs, remote from Lansing, MI  
Hannah Hartenburg, Auditor from Maner Costerisan CPAs, remote from Lansing, MI  
Paul McCann, Library Director  
Michelle Joppeck, Recording Secretary

President Vrsek called the meeting to order at 7:01 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested.  
Davenport moved to approve the meeting agenda as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

The Oath of Office was taken.

Vrsek called for corrections to the minutes of the November 7, 2022 regular Board Meeting. No corrections were requested. Gregg moved to approve the minutes from the November 7, 2022 regular Board Meeting as presented. Second by Simpson. A voice vote. Aye=all, nay=none, absent=2. Motion carried.

**Public Comment:** None.

**Audit Presentation:** Ailie Weaver and Hannah Hartenburg of Maner Costerisan, CPAs reviewed the 2021-2022 audit report, which concludes with an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury on December 6, 2022. Questions were asked of Weaver and Hartenburg to the Board's satisfaction.

Weaver and Hartenburg were thanked for their time and expertise and exited the meeting at 7:32 p.m. The Board had no objections to the audit report and was in consensus to accept it as presented. Davenport moved to approve the 2021-2022 audit. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**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; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments.

Gregg moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Circulation Statistics:** Statistical charts for the month of November 2022 were available for review

November 2022	
Circulation Statistics	November
Adult Books	3583
Young Adult Books	647
Children's Books	7592
Magazines	108
DVD	1687
Books on CD	384
Music CD	230
Realia/Objects/Equip	51
Overdrive	3024
hoopla	1868
Kanopy	498
Renewals via web	1014
Auto-renewals	9123
In-House	2378
<b>Total</b>	<b>32187</b>
Library visits	8457
Reference questions	1791
Items withdrawn	269
New items added	1091
Total holdings	114823
New cards issued	54
Total card holders	11292
Internet usage	1635
Museum/Park Pass	0
Web site visits	8353
Program attendance	1221
Fax	17
ILL lent out	1699
ILL borrowed	2299
In-house use	2378
Unique borrowers	1623

**Treasurer's Report:** McCann presented the current Treasurer's report. The paid bills for the month of November were reviewed. Korinek moved to approve the bills paid in the month of November. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Budget Changes:** McCann suggested a budget change for line 101-901-972 Capital Replacement as outlined in the Treasurer's Report. Simpson moved to allocate \$10,600.00 from unbudgeted income over expenses to line 101-901-972 Capital Replacement to cover the cost of installing the replacement expansion tank for the HVAC system. This allocation will reduce surplus income over expenses from

\$27,078.00 to \$16,478.00. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of December include: Technology Librarian, Scott Wright (12 years) and Library Director, Paul McCann (28 years). Wage increases were included with the January wage rate adjustments and therefore no Board action was necessary for Wright and McCann.

**Old Business:**

The millage renewal was reviewed. The results were heartening and show that many people value the Library's services enough to pay the property taxes to support the operations.

**New Business:**

Materials for the Director's evaluation are currently being pulled together. They should be available for the Board soon.

The Board was in agreement that we are ready to start a new Strategic planning session in the next couple month. There will need to be a RFP put out to figure out who will be our consultant for our upcoming Strategic planning session. The company that we used in the past is no longer offering services in that area.

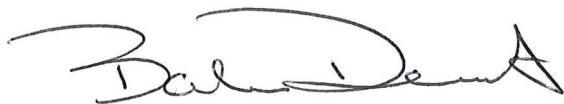
With the upcoming minimum wage increase in February, a wage review will need to be completed. That review is currently under way with the Finance Committee. It will likely be brought to the Board for a decision in January or February.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Estill moved to adjourn at 8:25 pm. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



Barbara Davenport,  
Secretary



Michelle Joppeck,  
Recording Secretary