



Dexter District Library Board of Trustees

Meeting Minutes

January 9, 2023

7:00 p.m.

Members present: Barbara Davenport, Jaime Estill, Martha Gregg, Cassy Korinek, Jim LaVoie, Donna Palmer, Sherry Simpson

Members absent: Shelly Vrsek

Others present: Paul McCann, Library Director
Michelle Joppeck, Recording Secretary

In the absence of President Vrsek, Vice President Simpson called the meeting to order at 7:05 p.m.

Simpson called for additions/changes to the presented agenda. An addition was made to the New Business section. LaVoie moved to approve the meeting agenda as amended. Second by Davenport. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

The Oath of Office was taken by LaVoie and Palmer. All Board members have taken the oath of office for the current fiscal year.

Simpson called for corrections to the minutes of the December 5, 2022 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes from the December 5, 2022 regular Board Meeting as presented. Second by Korinek. A voice vote. Aye=6, nay=none, abstain=1, absent=1. Motion carried.

Public Comment: none

Consent Agenda: Simpson 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. Palmer moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

Circulation Statistics: Statistical charts for the month of December 2022 were available for review. For formatting, the statistical spreadsheet is placed at the end of these minutes.

Treasurer's Report: McCann presented the current Treasurer's report. The paid bills for the month of December were reviewed. LaVoie moved to approve the bills paid in the month of December. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

Budget Changes: none

Reimbursement: none

Personnel: Library staff reaching their anniversary date of hire in the month of January include: Teen/Tween Librarian, Mollie Hall (6 years) and Adult Librarian, Lisa Ryan (13 years). Library Page Joshua Burns (3 years) submitted his resignation. His last day will be Wednesday, January 11, 2023.

Old Business:

The materials for the Director's Evaluation are still not ready to distribute. They will be finished and distributed at a later time.

The RFP (Request for Proposal) for a new consulting firm to assist the Library in developing a new strategic plan was included in the board packet. Suggestions for any changes to the RFP were requested with the hope of being able to approve it at the next Board Meeting. The previous Strategic plan will be sent out to the Board members tomorrow for review as well.

The payroll wage review is still a work in progress. What is going to happen with the minimum wage law is still unknown which makes it difficult to know what to expect and plan for.

Committee assignments were agreed to stay the same except for adding Jamie Estill to a committee. The committee assignments that were agreed to are:

- Policy Committee: Shelly Vrsek, Sherry Simpson, Cassy Korinek
- Finance Committee: Donna Palmer, Jim LaVoie
- Facilities Committee: Martha Gregg, Barbara Davenport, Jamie Estill

New Business:

The proposed personnel wage increases for January 2023 were distributed as a separate handout in order to protect personnel privacy. The Michigan minimum wage was increased to \$10.10/month effective January 1, 2023. The Library Pages are paid minimum wage so their wage was increased to \$10.10/month effective January 1, 2023. The rest of the employees will get a 4% raise effective either January 9, 2023 or at their anniversary date. Palmer moved to approve the proposed personnel wage increases for January 2023. Second by Davenport. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

In the light of First Amendment audits being conducted, the Policy Committee has recommended that the Rules of Behavior policy to be changed to remove photographing as a behavior that is prohibited in order to prevent confrontation between patrons and staff. If someone were to threaten, harass, or otherwise disturb other Library users, the behavioral aspects of the policy will remain in force. The proposed change to the Rules of Behavior are:

5. Staring, photographing, following, stalking, harassing, or threatening library users or staff while in the Library or on Library property so that it interferes with Library patrons' use of the Library or the ability of the staff person to do his or her job. "Harass" is defined as any repeated verbal or non-verbal conduct which is specifically intended to frighten, embarrass, or anger the person or persons who are the object of such conduct.

Estill made the motion to approve the proposed change to the Rules of Behavior. Second by Palmer. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

The recommended proposal from the RFP for the telephone system was presented to the Board. The Director and staff recommendation is to award CallHarbor with the contract to replace the phones and phone service. All questions about the phones and the service were answered to the Board's satisfaction. Davenport made a motion to offer CallHarbor the contract for the telephone system replacement. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

It was recommended to close the Old National Bank CD during the current grace period. Between Old National's lack of response regarding the new rates and their policies requiring signatures in order to change any terms of the CD, it was recommended to close that CD and move the money over to MI Class. LaVoie moved to close out the Old National Bank CD and move the money over to MI Class. Second by Palmer. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, absent=1. Motion carried.

Public Comment: None

Board Member Comments: Davenport mentioned the progress happening in the Dexter Parks and Recreation Commission. She brought up that maybe the Library could do something in concert with the Dexter Parks and Recreation to help them realize their wish list for the parks. LaVoie agreed that maybe we should look at our own footprint and see how it fits in with their plans.

LaVoie mentioned that Martin Luther King Jr Day and Juneteenth should be acknowledged by the Library in one way or another. The suggestion will be noted and the Library will make sure to find a way to acknowledge those holidays.

Adjournment: Having completed all items on the agenda, Simpson made a motion to adjourn at 8:20 pm. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Respectfully submitted,



Barbara Davenport,
Secretary



Michelle Joppeck,
Recording Secretary

December Statistics:

December 2022

Circulation Statistics	December
Adult Books	3672
Young Adult Books	572
Children's Books	5843
Magazines	77
DVD	1516
Books on CD	358
Music CD	253
Realia/Objects/Equip	47
Overdrive	3181
hoopla	1783
Kanopy	468
Renewals via web	1114
Auto-renewals	8410
In-House	1894
Total	29188
Library visits	7610
Reference questions	1696
Items withdrawn	235
New items added	932
Total holdings	114495
New cards issued	49
Total card holders	11172
Internet usage	1517
Museum/Park Pass	5
Web site visits	8143
Program attendance	564
Fax	25
ILL lent out	1650
ILL borrowed	2202
In-house use	1894
Unique borrowers	1529