



Dexter District Library Board of Trustees

Meeting Minutes

May 1, 2023

7:00 p.m.

Members present: Jamie Estill, Cassy Korinek, Jim LaVoie (arrived at 7:28 pm), Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Barbara Davenport, Martha Gregg

Others present: 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. It was requested to add a question about covid and programming to the agenda. Simpson moved to approve the meeting agenda as revised. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Vrsek called for corrections to the minutes of the April 3, 2023 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes from the April 3, 2023 regular Board Meeting as presented. Second by Simpson. A voice vote. Aye=all, nay=none, absent=3. 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; Library statistical report; items from Legislature, local municipalities and other organizations; and patron comments. Palmer moved to approve the Consent agenda. Second by Estill. A roll call vote was taken. Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Circulation Statistics: Statistical charts for the month of April 2023 were available for review. (Statistics are included at the end of the minutes for formatting.)

Treasurer's Report: McCann presented the current Treasurer's report. The paid bills for the month of April were reviewed. Simpson moved to approve the bills paid in the month of April. Second by Korinek. A roll call vote was taken. Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of May include Adult Reference Librarian Amy Johnson (14 years) and Library Assistant Sandy Colson (17 years). Both were included in the February 2023 wage rate adjustments, therefore no Board action was necessary.

The Library hired Amelia Herron as a part-time Youth Reference Librarian starting at \$21.00/hour starting April 27, 2023. Palmer moved to approve the hiring of Amelia Herron at a starting wage of \$21.00/hour. Second by Korinek. A roll call vote was taken. Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=3. Motion carried.

Old Business:

The Strategic Planning RFP was posted and a walk-through was held last week. There were about 14 different firms in attendance. At this point we are waiting for companies to turn in their proposals so that they can be evaluated and decided on.

Jim LaVoie arrived at 7:28 pm.

The meeting room A/V replacement RFP was posted as well. A walk-through is scheduled for next week. The RFP may need to be rewritten and reissued as we have heard that many of the contractors that we have contacted are not bonded which is a requirement in the RFP. This may result in few, if any, proposals.

The light fixtures above the fiction section of the second floor adult section need to be replaced. The fixtures are bonding with the bulbs and it is now virtually impossible to replace the bulbs. Since we already have multiple bulbs that are out and more are likely to go out as time goes on, we are going to need to replace the fixtures. Replacing the receptacles was looked into, but it would be too costly and would likely result in the same situation when they fuse to the bulbs too. A quote from Hopp for replacing the fixtures was included in the board packet. Simpson moved to approve the quote from Hopp for replacing the fixtures in the 2nd Floor Fiction Collection area. Second by Estill. A roll call vote was taken. Estill=aye, Korinek=aye, LaVoie= aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Library email accounts were created for each Board Member in order to create a separation between personal and Library correspondence in order to avoid any FOIA issues. The logins, passwords, and instructions were passed out to each Board Member in attendance.

New Business:

The outside of the Library building is due to be power washed and a quote from Tye Painting was included in the board packet. This will need to be put on hold as there is currently an outdoor water ban in effect in the City of Dexter while there is work being done on the water

tower. The City of Dexter is planning on having that work done and the tower refilled by June 1 and at that point the ban will be lifted. The hope is that we will be able to fit in the power washing and window cleaning after the ban is lifted, but before the Summer Reading Program starts. Palmer moved to approve the quote from Tye Painting for power washing the exterior of the building. Second by Vrsek. A roll call vote was taken. Estill=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

After a discussion in the Policy Committee, it was recommended to make a few changes to the Rules of Behavior policy.

First is changing Section 2 – Rules of Personal Conduct – 17 from: “Use photography, film or television equipment without the permission of the Director” to: “Use Library property to create professional or amateur media productions (e.g. photo shoots, film, television, or live streaming) without prior written permission from the Director.”

In addition, it was recommended to add “Engage in” to the beginning of Section 2 – Rules of Personal Conduct – 5 so that it reads: “5. Engage in staring, 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.”

Simpson moved to approve both presented changes to the Rules of Behavior policy. Second by Estill. A roll call vote was taken. Estill=aye, Korinek=aye, LaVoie= aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

A question came up from staff about scheduling for programming for the Summer Reading Program and how that relates to the covid policy. It was recommended by McCann to leave it up to the staff member scheduling the program as to whether registration is required for that program. Registration would be helpful in cases where it would be good to know how many people to expect so that a sufficient amount of supplies can be obtained for that program. That recommendation was supported by the Board.

The Request for Materials Reconsideration form was also discussed in the Policy Committee. With the rise of people and groups calling for banning materials, it was recommended by the Policy Committee that the Board be on the same page in case this issue comes to Dexter District Library. The form was included in the board packet and discussed. A spelling error was found in question 1 (site should be cite) and it was recommended to remove him/herself under the Complainant Represents section and replace it with self.

Public Comment: None

Board Member Comments: LaVoie expressed frustration at the Board’s movement post-pandemic. He would like for the Board to start planning for the future. In particular, he would like to see our patio made more public and used more frequently.

Adjournment: Having completed all items on the agenda, Simpson moved to adjourn at 8:31 pm. Second by Vrsek. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



Cassy Korinek,
Interim Secretary



Michelle Joppeck,
Recording Secretary

April 2023	
Circulation Statistics	April
Adult Books	3896
Young Adult Books	608
Children's Books	6927
Magazines	118
DVD	1391
Books on CD	347
Music CD	224
Realia/Objects/Equip	41
Overdrive	3563
hoopla	1929
Kanopy	493
Auto-renewals	9258
In-House	2069
Total	30864
Library visits	9511
Reference questions	2111
Items withdrawn	397
New items added	963
Total holdings	115488
New cards issued	61
Total card holders	11249
Internet usage	1547
Museum/Park Pass	20
Web site visits	8123
Program attendance	1002
Fax	23
ILL lent out	1864
ILL borrowed	2245
Renewals via web	796
Unique borrowers	1738