



**Dexter District Library Board of Trustees**

**Meeting Minutes**

July 10, 2023

7:00 p.m.

Members present: Barbara Davenport, Jamie Estill, Martha Gregg, Cassy Korinek, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Jim LaVoie

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

President Vrsek called the meeting to order at 7:04 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Palmer moved to approve the meeting agenda as presented. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Vrsek called for corrections to the minutes of the June 5, 2023 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the June 5, 2023 regular Board Meeting as presented. Second by Davenport. A voice vote. Aye=all, nay=none, absent=1. 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. Gregg moved to approve the Consent agenda. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

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

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

**Budget Changes:** None

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of July include Library Assistants Joanne Beckman (2 years) and Nan Stoll (18 years). Both were included in the February 2023 wage rate adjustments, therefore no Board action was necessary.

### **Old Business:**

An in-depth discussion of the three strategic planning proposals that were still in contention was made. It was decided that Attain was not a good fit since they have never done a strategic plan for a public library, but only academic libraries. Overall, the board felt that they would be happy with either Fast Forward or ReThinking Libraries. Gregg moved to award the Strategic Planning contract to Fast Forward. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=1. Motion carried.

The first bill from TelSystems for the A/V replacement in the Lower Level meeting room will get paid tomorrow, July 11, 2023. The only issue that TelSystems has found is one part seems like it might not be able to get here in time for the install. That may result in a different, more available part needing to be substituted for that part.

Hopp is going to stop by the Library tomorrow with the final contract for the second floor lighting replacement above the fiction section.

The board responded that they are not having issues with their Library email accounts and that they were able to receive and send emails as needed.

Dexter Cabinet & Countertop came out on Friday and did some measurements for the circulation desk repair job and they responded that it was too big of a job for them to do. They recommended trying Doors & Drawers in Dexter. McCann will contact Doors & Drawers to see if they would be able and willing to do the job and give us a quote.

### **New Business:**

There was a question on a discussion board from a library in the area asking if anyone else was noticing a higher instance of check fraud coming from the Atlanta area and specifically for checks to Baker & Taylor. It appears that people are getting ahold of checks, are washing them, rewriting them, and then cashing them at sketchy establishments. McCann wants to have a discussion again about engaging in the positive pay program with Chelsea State Bank. Currently, McCann needs to log into the bank account every day to check every check that was cashed in the past 24 hours and report any fraud by noon. If we were to pay Chelsea State Bank \$75 a month and provide a list of checks written, then Chelsea State Bank would only allow checks that were on the list of checks that we provided to be cashed. Any checks that were not on that list or differ in any way from the list would not be allowed to be cashed. If Chelsea State Bank were to let a check be cashed that wasn't on the list, then the liability for the fraud would lie on Chelsea State Bank.

McCann included a copy of the letter provided to help assist the City of Dexter with their grant application for their Mill Creek Park North improvements in the board packet. A copy of the email sent to the City of Dexter was also included in the board packet.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn at 8:19 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Respectfully submitted,



Barbara Davenport,  
Secretary



Michelle Joppeck,  
Recording Secretary

June 2023	
<b>Circulation Statistics</b>	June
Adult Books	4334
Young Adult Books	1100
Children's Books	11678
Magazines	90
DVD	1659
Books on CD	473
Music CD	225
Realia/Objects/Equip	39
Overdrive	3700
hoopla	2001
Kanopy	367
Auto-renewals	7379
In-House	2175
<b>Total</b>	<b>35220</b>
Library visits	12919
Reference questions	3090
Items withdrawn	323
New items added	905
Total holdings	116277
New cards issued	112
Total card holders	11190
Internet usage	1302
Museum/Park Pass	18
Web site visits	10804
Program attendance	2020
Fax	21
ILL lent out	1814
ILL borrowed	2516
Renewals via web	977
Unique borrowers	2112