



**Dexter District Library Board of Trustees**

**Meeting Minutes**

August 7, 2023

7:00 p.m.

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

Members absent: Cassy Korinek, 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. Simpson moved to approve the meeting agenda as presented. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the July 10, 2023 regular Board Meeting. No corrections were requested. Gregg moved to approve the minutes from the July 10, 2023 regular Board Meeting as presented. Second by Estill. A voice vote. Aye=all, nay=none, absent=2. 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. Davenport moved to approve the Consent agenda. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Circulation Statistics:** Statistical charts for the month of July 2023 were available for review.

**July 2023**

Circulation Statistics	July
Adult Books	4533
Young Adult Books	1094
Children's Books	11301
Magazines	121
DVD	1847
Books on CD	458

Music CD	259
Realia/Objects/Equip	42
Overdrive	3935
hoopla	2133
Kanopy	458
Auto-renewals	9974
In-House	2026
<b>Total</b>	<b>38181</b>

Library visits	14692
Reference questions	2786
Items withdrawn	475
New items added	725
Total holdings	116710
New cards issued	121
Total card holders	11221
Internet usage	1529
Museum/Park Pass	21
Web site visits	11664
Program attendance	4041
Fax	24
ILL lent out	1934
ILL borrowed	2799
Renewals via web	1032
Unique borrowers	2126

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

Positive Pay through Chelsea State Bank was discussed. Due to recent check washing of other library's checks going to Baker & Taylor, discussion has been resumed regarding Positive Pay. The discussion that happened last board meeting was leaning towards starting the Positive Pay program with Chelsea State Bank. Palmer moved to enroll in the bank managed Positive Pay program through Chelsea State Bank at a charge of \$75/month. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Budget Changes:** Simpson moved to allocate \$6,000 of unallocated income over expenses to line 101-901-971 – Capital Repairs Annual, increasing that line's budgeted balance from \$6,300 to a new balance of \$12,300 as well as allocate \$9,000 of unallocated income over expenses to line 101-901-972 – Capital Replacement, increasing that line's budgeted balance from \$13,570 to a new balance of \$22,570. Second by Davenport. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of August include Library Assistants Aileen Clark (9 years), Jill Brown (13 years), and Meg Rittenger (9 years) as well as Library Pages Anna Nickerson (1 year) and Isabel McCleary (1 year). All were included in the February 2023 wage rate adjustments, therefore no Board action was necessary.

Library Page Grace Sharon resigned after working at the Library for 2 years in order to attend college. Her last day was 7/23/2023.

**Old Business:**

Strategic Planning is under way. The planning committee is working on scheduling their first meeting and Fast Forward is working on figuring out their strategy for the community interviews.

We are looking for sometime after August 24 for the Lower Level meeting room A/V upgrades. The amplifier did need to be changed because the original amplifier is on backorder and doesn't look like it would come in time to complete the project. There seems to be an issue with a microphone as well, but it looks like most of the work will be able to be done without that microphone being here.

The second floor lighting project is waiting for the parts and fixtures to come in. They have already been ordered by Hopp and they are waiting for ship dates in order to determine when that project will take place. There is no anticipated closures of the fiction section while the replacement is happening. The public will not be allowed in the sections where the lifts are currently working, but those sections will be available to staff so that everything is still accessible to the patrons.

Doors & Drawers is coming in to measure and give a quote for the circulation desk repair tomorrow. McCann asked the Board if they want to make a decision based on a do not exceed figure or if they want to wait until the next board meeting before making a decision. The Board was interested in seeing Doors & Drawer's quote before moving forward.

**New Business:**

The Finance Committee is unable to provide a recommendation to the Board on the proposed budget since the most recent Finance Committee meeting did not have a quorum. McCann did present and meet with both members of the Finance Committee separately and both members are comfortable with the budget as presented in the Board packet. On the whole, the proposed budget is conservative on the income section. There is a placeholder in the Wage lines to account for the creation of an Assistant Director position, which at this time would focus on the marketing aspect. The proposed expenses lines do account for inflation and are on the liberal side. It is expected to easily be within the proposed budgeted amounts. LaVoie did request for the Capital Outlay line to be increased in order to have a lower amount of unallocated funds in the budget. Davenport moved to give preliminary approval to the 2023-2024 Fiscal Year Budget. Second by Simpson. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

With the recent Michigan Supreme Court decision regarding premises liability cases, McCann and Erwin did confirm with the City of Dexter which sidewalks are the Library's responsibility. There are a few spots in the Library's responsibility where the sidewalk does need to be leveled and otherwise

corrected. Two quotes have been obtained for completing that work. Work is still being done at comparing and evaluating those quotes. If the Board is ready to issue a "not to exceed" number, that would help McCann and Erwin make their decisions, but would not be necessary. Davenport moved to approve a \$3,000 not to exceed figure for the concrete leveling project. Second by Palmer. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

During the most recent power outage, many of the emergency lights did not come on which means that the batteries in the Inverter have died. A proposal was obtained from Hopp for replacing the batteries in the inverter and is included in the Board packet. Simpson moved to approve the quote from Hopp for \$5,500 for replacing the batteries for the Inverter. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn at 8:22 pm. Second by Palmer. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



Barbara Davenport,  
Secretary



Michelle Joppeck,  
Recording Secretary