



Dexter District Library Board of Trustees

Meeting Minutes

September 11, 2023

7:00 p.m.

Members present: James Estill, Martha Gregg, Cassy Korinek, Jim LaVoie, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Barbara Davenport

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

President Vrsek called the meeting to order at 7:02 p.m.

Vrsek called for additions/changes to the presented agenda. McCann wanted to add a painting from the Plein Art and an erosion issue. LaVoie moved to approve the meeting agenda as amended. 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 August 7, 2023 regular Board Meeting. No corrections were requested. Gregg moved to approve the minutes from the August 7, 2023 regular Board Meeting as presented. Second by Estill. A voice vote was taken. Aye=6, nay=none, abstain=1, 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. Simpson moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Estill=aye, Korinek=aye, Gregg=aye, LaVoie=aye, Palmer=aye, Vrsek=aye, Simpson=aye, absent=1. Motion carried.

Circulation Statistics: Statistical charts for the month of August 2023 were available for review. The chart for August circulation is at the end of the minutes for formatting purposes.

Treasurer's Report: McCann presented the current Treasurer's report. The bills paid since the last board meeting were reviewed. Palmer moved to approve the bills paid since the last board meeting. Second by Simpson. A roll call vote was taken. Korinek=aye, Palmer=aye, Vrsek=aye, Simpson=aye, LaVoie=aye, Gregg=aye, Estill=aye, absent=1. Motion carried.

Budget Changes: Vrsek moved to approve the following:

- 1) Increase the budgeted balance of income line 101-000-665 - Interest Income by \$72,000.00, increasing that line's budgeted balance from \$55,000.00 to \$127,000.00.

2) Allocate \$50,000.00 of unallocated income over expenses to line 101-901-972 - Capital Replacement, increasing that line's budgeted balance from \$22,570.00 to \$72,570.00.

3) Allocate \$5,000.00 of unallocated income over expenses to line 101-901-970 - Capital Outlay, increasing that line's budgeted balance from \$25,000.00 to \$30,000.00.

Second by Gregg. A roll call vote was taken. Palmer=aye, Simpson=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Vrsek=aye, Estill=aye, absent=1. Motion carried.

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of September include Library Assistants Abbey Dinsdale (2 years) and Melissa Shaieb (4 years), Teen/Tween Librarian Mollie Hall (6 years), Administrative Assistant Michelle Joppeck (1 year), and Circulation Supervisor Mary Graulich (29 years). All were included in the February 2023 wage rate adjustments, therefore no Board action was necessary.

Old Business:

Strategic Planning is going along. Fast Forward has many individual interviews with community leaders scheduled, a staff session is scheduled for October 23, the Board session is scheduled for October 23 as well, and they are working on scheduling other sessions for community leaders and the public. The survey has been up since the beginning of the month and has already had numerous responses. Circulation staff has been doing a great job asking and reminding patrons to take the survey in either electronic form or paper form.

We did get quotes back from Doors & Drawers for repairing the circulation desktop. They did bid the Corian quote out with the highest quality Corian available. The lower quote is for Wilsonart which is similar to Formica. That option would be a whole brand-new surface. The Library Design quote for replacing the laminate with new laminate is in line with the same price as the quote for Doors & Drawers, but the quote for replacing the whole top is twice as expensive through Library Design than with Doors & Drawers. A question was raised as to how the proposed surfaces would hold up under the cleaners that are being used since the start of covid. Doors & Drawers quote does also include some other countertops that the Library Design quote does not include. LaVoie made a motion to go with the Doors & Drawers quote for the plastic laminate Wilsonart top. Second by Palmer. A roll call vote was taken. Estill=aye, Gregg=aye, Korinek=aye, Vrsek=aye, Simpson=aye, Palmer=aye, LaVoie=aye, absent=1. Motion carried.

Erwin and McCann are still waiting on hearing back from the provided references for the concrete leveling project, but are not having much success.

The bank managed Positive Pay through Chelsea State Bank has not been set up yet, but is going to be started up soon. McCann is still monitoring the accounts daily in the meantime.

Hopp came out and looked at if the inverter battery needs replaced. The inverter only powers the exterior building and parking lot lights so some more investigation needs to be done to figure out why so many of the emergency lights failed to light up during the last power outage.

New Business:

The Board held a Public Budget Hearing immediately preceding the regular Board Meeting with no members of the public making comment or having questions. The printed resolution to adopt the 2023-2024 fiscal year budget was read by President Vrsek. Simpson moved to adopt the foregoing resolution. Second by Gregg. A roll call vote was taken. Estill=aye, Gregg=aye, Korinek=aye, Vrsek=aye, Simpson=aye, Palmer=aye, LaVoie=aye, absent=1. Motion carried. See addendum for full text of the resolution.

LaVoie moved to approve the L-4029 Millage Rate Request Forms for both Livingston and Washtenaw Counties as presented and give authority to the Board Secretary, Barbara Davenport, to sign the forms after the meeting due to her absence. Second by Palmer. A roll call vote was taken. Vrsek=aye, Palmer=aye, Korniek=aye, Estill=aye, Gregg=aye, LaVoie=aye, Simpson=aye, absent=1. Motion carried.

A painting of the Dexter District Library entrance that was made at night was sold at the Plein Air Festival for \$400 and when McCann inquired, the person who bought the painting said that they would be willing to sell it to the Library for what she paid for it if the Board is interested, otherwise, she is interested in keeping the painting. The Board was in agreement that they wanted to see the painting before they decided if they wanted to buy it. They were also interested in hanging it in the Library if the owner is willing to loan it to the Library to display.

There has been recent erosion issues behind the Library. New soil, landscaping fabric, and rock would need to be brought in to correct the issue. Great Outdoors was the only company that was responsive to Erwin's request for a quote for the work. Their quote comes out to about \$15,000. McCann is concerned with the fact that the rain events recently are becoming shorter, but heavier which leads to greater erosion. The City is going to have to sign off on all work done since everything would need to be brought in through the park which requires permits. The hope is that we can keep the railroad out of the situation since that would greatly complicate the issue, but it was suggested that it be brought to the railroad just to avoid any issues with the railroad and the work done in the future. McCann and Erwin will continue to work on this issue.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Estill moved to adjourn at 8:17 pm. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=1. Motion carried.

Respectfully submitted,



James Estill,
Interim Secretary



Michelle Joppeck,
Recording Secretary

**August 2023
Circulation**

Circulation Statistics	August
Adult Books	4454
Young Adult Books	1167
Children's Books	9262
Magazines	95
DVD	1811
Books on CD	479
Music CD	222
Realia/Objects/Equip	51
Overdrive	4045
hoopla	2246
Kanopy	548
Auto-renewals	9958
In-House	2351
Total	36689

Library visits	12994
Reference questions	2238
Items withdrawn	1185
New items added	1100
Total holdings	117521
New cards issued	120
Total card holders	11182
Internet usage	1519
Museum/Park Pass	19
Web site visits	10534
Program attendance	1351
Fax	31
ILL lent out	2139
ILL borrowed	2588
Renewals via web	1041
Unique borrowers	2006

**BOARD OF TRUSTEES
DEXTER DISTRICT LIBRARY**

**RESOLUTION TO ADOPT BUDGET
(GENERAL APPROPRIATIONS ACT)**

At the regular meeting of the Board of Trustees of the Dexter District Library, County of Washtenaw, held in the Library on the 11th day of September, 2023, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members ESTILL, GREGG, KORINEK, LAVOIE, PALMER, SIMPSON, VRSEK

ABSENT: Members DAVENPORT

The following preamble and resolution were offered by Member SIMPSON and supported by Member GREGG:

WHEREAS, the District Library is established under the District Library Establishment Act, 1989 PA 24 ("DLEA");

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of Dexter District Library funds;

WHEREAS, the Dexter District Library Board desires to adopt the budget according to the provisions of the Michigan Uniform Budgeting and Account Act 1968 PA 2; and

WHEREAS, the Dexter District Library Board has determined to hold a public hearing and to adopt the budget for the Dexter District Library for the October 1, 2023 to September 30, 2024 fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1: Title

This resolution shall be known as the Dexter District Library General Appropriations Act.

Section 2: Chief Administrative Officer

The Library Director shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation (The Sun Times News) on August 16 and August 23, 2023, and a public hearing on the proposed budget was held on September 11, 2023.

Section 5: Estimated Revenues

Estimated Library Operational Fund revenues for the fiscal year October 1, 2023 to September 30, 2024, including a voter-authorized millage of 1.0788 mills and various miscellaneous revenues, shall total \$1,991,995. The Library shall also levy an additional 0.34 mills for debt service, generating an additional \$585,856.

Section 6: Millage Levy

The Dexter District Library Board shall levy and collect the general property tax on all real and personal property within the Dexter District Library district upon the current tax roll an amount equal to 1.4188 mills as authorized under state law and approved by the electorate. The purpose of such millage levy is for all district library purposes authorized by law.

Section 7: Estimated Expenditures

Estimated Library fund expenditures for fiscal year October 1, 2023 to September 30, 2024 for the various Library activities (line-items) are as follows: \$1,982,968 for operational purposes and \$589,270 for debt service.

Section 8: Adoption of Budget by Reference

The general fund budget of the Dexter District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act (See attached Exhibit A).

Section 9: Adoption of Budget by Line Item

The Board of Trustees of the Dexter District Library adopts the fiscal year fund budget by line item. Library officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 9(a): Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$5,000 or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Library Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Library Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and any policy that may apply to any responsible employee.

Section 15: Board Adoption

Motion made by SIMPSON, seconded by GREGG to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: ESTILL, GREGG, KORINEK, VRSEK, SIMPSON, PALMER, LAVOIE. The

following voted nay: NONE.

PRESIDENT VRSEK declared the motion carried and the resolution duly adopted on the 11th day of September 2023.

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Dexter District Library, Washtenaw County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board at a special meeting held on the 11th day of September, 2023 at 7:00 p.m.

James E Estill
Acting Secretary