



Dexter District Library Board of Trustees

Meeting Minutes

November 6, 2023

7:00 p.m.

Members present: Barbara Davenport, James 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 7:03 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 October 2, 2023 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the October 2, 2023 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. 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. Davenport moved to approve the Consent agenda. Second by Estill. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=1. Motion carried.

Circulation Statistics: Statistical charts for the month of October 2023 were available for review. Statistics are appended to the end of the meeting minutes.

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 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: McCann presented a reimbursement request from Michelle Joppeck for Lower Level Meeting room programming supplies. Receipts for the purchase were available for review. Davenport moved to approve the reimbursement amount of \$181.49 to Michelle Joppeck. Second by Palmer. A roll call vote was taken. Korinek=aye, Palmer=aye, Gregg=aye, Simpson=aye, Estill=aye, Davenport=aye, Vrsek=aye, absent=1. Motion carried.

Personnel: Library staff reaching their anniversary date of hire in the month of November include Library Assistants Ann Smart (17 years) and Jane Anderson (7 years), Library Assistant Substitute Jane Hamilton (11 years), and Adult Reference Librarian Deborah Bigelow (8 years). All were included in the February 2023 wage rate adjustments therefore no Board action was necessary.

Old Business:

The Board planning session for the Strategic Planning is scheduled for December 4, 2023 from 6-9 pm.

The circulation desk repair got delayed due to an outbreak of covid in the staff of Door & Drawers. A representative is planning on coming out tomorrow to go over a new material for the edging since they are unable to use wood like we currently have.

The concrete leveling is scheduled for November 13, 2023. If we haven't heard anything from the City of Dexter by the end of this week, McCann will have the concrete leveling company complete the work on our property only. If something happens, we will be able to say that we notified the City and asked for their input, but did not get any response.

No progress has been made on Positive Pay.

We are still waiting on the City of Dexter regarding the erosion issue. We did get some help from Washtenaw County in figuring out the owner of the property. McCann has called MDOT multiple times and left messages with no response as of yet. If we do not hear back from them soon, we will be sending them a certified letter with pictures of how deep the erosion issue is and see what happens then.

Arbor Inspections is on the schedule to fix the backflow issue on the sprinkler system.

New Business:

Board Meeting Dates for 2024 and January 2025: McCann presented the schedule of Board Meeting dates for the upcoming year and requested input on the meeting dates with holiday interference. The Board was in favor of continuing to meet on the 1st Monday of the month with the following exceptions: 2nd Monday of the month for January 2024 and 4th Monday of the month for August due to Labor Day. After a conversation, it was agreed to take the July board meeting off of the schedule and approve the rest of the schedule.

2024 Library Closing Schedule and 2024 Staff Paid Holiday Schedule: McCann presented the schedule of suggested closing dates and staff paid holidays for the 2024 calendar year and January 2025. Most closing dates are tied to dates that The Library Network will have the circulation system shut-down for maintenance. There were no suggested changes to either of the schedules.

Simpson moved to approve the schedule of Board Meeting Dates for 2024 and January 2025 as revised and the Library Closing Schedule and Staff Paid Holiday Schedule for 2024 and January 2025 as presented. Second by Davenport. A roll call vote was taken. Palmer=aye, Simpson=aye, Korinek=aye, Gregg=aye, Vrsek=aye, Davenport=aye, Estill=aye, absent=1. Motion carried.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Korinek moved to adjourn at 8:31 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

October 2023	
Circulation Statistics	October
Adult Books	3853
Young Adult Books	832
Children's Books	7927
Magazines	78
DVD	1428
Books on CD	391
Music CD	284
Realia/Objects/Equip	36
Overdrive	4445
hoopla	2087
Kanopy	719
Staff/Patron renewals	1450
Auto-renewals	9603
In-House	2210
Total	35343
Library visits	10706
Reference questions	2151
Items withdrawn	1376
New items added	853
Total holdings	118010
New cards issued	86
Total card holders	10974
Internet usage	1242
Museum/Park Pass	
Web site visits	9399
Program attendance	1729
Fax	31
ILL lent out	1901
ILL borrowed	2587
Unique borrowers	1738