



**Dexter District Library Board of Trustees**  
**Meeting Minutes**  
February 5, 2024  
7:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Donna Palmer, Shelly Vrsek  
Members absent: Cassy Korinek, Jim LaVoie, Sherry Simpson  
Others present: Paul McCann, Library Director  
Michelle Joppeck, Recording Secretary

President Vrsek called the meeting to order at 7:00 p.m.

Vrsek called for additions/changes to the presented agenda. No changes or additions were requested. Davenport moved to approve the meeting agenda as presented. 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 January 8, 2024 regular Board Meeting and the January 22, 2024 special Board Meeting. No corrections were requested. Estill moved to approve the minutes from the January 8, 2024 regular Board Meeting and the January 22, 2024 special Board Meeting as presented. Second by Palmer. A voice vote was taken. 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. Gregg moved to approve the Consent agenda. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Vrsek=aye, absent=3. Motion carried.

**Circulation Statistics:** Statistical charts for the month of January 2024 were available for review. Statistics are appended to the end of the meeting minutes for formatting.

**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 Davenport. A roll call vote was taken. Vrsek=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=3. Motion carried.

**Budget Changes:** Gregg moved to utilize \$2,100.00 from fund balance to increase the budgeted balance of line #101-901-971 – Capital Repairs Annual, increasing that line's budgeted balance from \$13,000.00 to \$15,100.00. Second by Estill. A roll call vote was taken. Palmer=aye, Davenport=aye, Estill=aye, Gregg=aye, Vrsek=aye, absent=3. Motion carried.

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of February include Adult Reference Librarians Ashley Bowles (4 years) and Catherine Van Camp (1 year). Both were included in the 2024 wage rate adjustments therefore no Board action was necessary.

The Library hired Sarah Kennedy as a part-time Youth Reference Librarians starting at \$21.00/hour starting January 22, 2024. Davenport moved to approve the hiring of Sarah Kennedy at a starting wage of \$21.00/hour. Second by Gregg. A roll call vote was taken. Gregg=aye, Estill=aye, Palmer=aye, Vrsek=aye, Davenport=aye, absent=3. Motion carried.

**Old Business:**

The final strategic plan was emailed to the Board prior to the meeting. An error was found in plan as presented and noted. Palmer moved to approve the final Strategic Plan as amended. Second by Estill. A roll call vote was taken. Estill=aye, Gregg=aye, Davenport=aye, Vrsek=aye, Palmer=aye, absent=3. Motion carried.

The circulation desk repair is being brought back to the Board because it was discovered that the current laminate that we have is a floor tile. This has changed the plan since what was originally approved by the Board would not last anywhere near as long as the current laminate. This was a factor in the decision the Board made to go with the laminate in the first place. After a discussion, it was decided to remove the laminate from contention and look further into the quartz and Corian quotes and figure out what would work best for us.

We are working on Positive Pay. We have sent some test files to Chelsea State Bank and have been running into a few issues. It looks like there is not going to be a way to send Chelsea State Bank what they need without us having to manipulate the data to fit Chelsea State Bank's requirements. We are still working on figuring everything out and once we are able to create the documents that they need, then we will officially start up Positive Pay.

We haven't gotten an update from MDOT regarding the erosion issue, but we did see tracks in the snow after the most recent snow storm that led to the erosion area. We have gotten a quote from Daily Rain for abandoning the line that goes over our border and put in a new line inside of our property that won't be damaged by MDOT dropping riprap into the erosion area. The quote was included in the board packet. Davenport moved to approve the quote from Daily Rain. Second by Gregg. A roll call vote was taken. Estill=aye, Davenport=aye, Vrsek=aye, Gregg=aye, Palmer=aye, absent=3. Motion carried.

The Director's Evaluation has been sent out electronically to all board members. It has been requested to be completed by February 16, 2024 so that there is time to compile all the data before the next meeting.

**New Business:** None

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Palmer moved to adjourn at 8:03 pm. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Respectfully submitted,



Barbara Davenport,  
Secretary



Michelle Joppeck,  
Recording Secretary

<b>January 2024</b>	
Circulation Statistics	January
Adult Books	4456
Young Adult Books	895
Children's Books	8891
Magazines	102
DVD	1766
Books on CD	355
Music CD	298
Realia/Objects/Equip	32
Overdrive	4791
hoopla	2316
Kanopy	978
Staff/Patron renewals	1331
Auto-renewals	8458
In-House	1226
<b>Total</b>	<b>35895</b>
Library visits	10464
Reference questions	2416
Items withdrawn	468
New items added	673
Total holdings	117317
New cards issued	101
Total card holders	10770
Internet usage	1294
Museum/Park Pass	7
Web site visits	11471
Program attendance	2150
Fax	22
ILL lent out	2346
ILL borrowed	3093
Unique borrowers	1852
Study Room Use	182