



**Dexter District Library Board of Trustees**

**Meeting Minutes**

March 4, 2024

7:00 p.m.

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

Members absent: None

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

President Vrsek called the meeting to order at 7:01 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 LaVoie. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Vrsek called for corrections to the minutes of the February 5, 2024 regular Board. No corrections were requested. Estill moved to approve the minutes from the February 5, 2024 regular Board Meeting as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=0. 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, Korinek=aye, Palmer=aye, LaVoie=aye, Vrsek=aye, Simpson=aye, absent=0. Motion carried.

**Circulation Statistics:** Statistical charts for the month of February 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. Davenport moved to approve the bills paid since the last board meeting. Second by Korinek. A roll call vote was taken. Palmer=aye, Estill=aye, LaVoie=aye, Davenport=aye, Vrsek=aye, Simpson=aye, Gregg=aye, Korinek=aye absent=0. Motion carried.

**Budget Changes:** None

**Reimbursement:** None

**Personnel:** Library staff reaching their anniversary date of hire in the month of March include Library Page Kate Parachek (2 year). Parachek was included in the 2024 wage rate adjustments therefore no Board action was necessary.

**Old Business:**

The Department heads have a meeting scheduled for to start working on scheduling the items included in the Strategic Plan.

After discussing with Doors & Drawers, McCann is pretty sure that the circulation desk repair material is going to have to be quartz since it is the most durable material choice that we have been given. McCann is still trying to get a sample from Doors & Drawers that will match the color tones that are already in the circulation area. They are supposed to be bringing more samples. Once a sample is decided on, McCann will have to get a final quote since it is being subcontracted out and it is unsure if the price is the same for all samples or if there is a different price for different samples.

Positive Pay is still on hold. McCann has sent multiple sample files, but hasn't heard anything back from Chelsea State Bank. It has been almost a month since the last file has been sent with no response. Chelsea State Bank keeps saying that they are busy with training on the new system. McCann continues to check the checks as they are processed to make sure that there is no errors or fraud.

The irrigation line has been moved so if MDOT decides to move forward with a response to the erosion issue, there should be no damage to the Library property.

Vrsek is still waiting on a few responses for the Director's Evaluation. Hopefully, a report on the results will be available next month.

**New Business:**

The new TLN director wanted to refresh the reciprocal borrowing program. This has resulted in a new authorization form that would need to be completed and returned in order to continue with the program. There was a question about whether there is a policy in place stating what would be allowed to be checked out via the reciprocal borrowing program. After a discussion, it was decided that the way that items are decided on what can be borrowed via the reciprocal borrowing program and how they are returned is a procedure and as such doesn't need to be approved by the Board and will continue the same way has it has been. Simpson moved to continue participating in the Check It Out reciprocal borrowing program. Second by Gregg. A roll call vote was taken. Vrsek=aye, Palmer=aye, Korinek=aye, Estill=aye, Davenport=aye, Simpson=aye, LaVoie=aye, Gregg=aye absent=0. Motion carried.

**Public Comment:** None

**Board Member Comments:** LaVoie had a question about the Library's participation in the Bicentennial celebration which McCann was able to answer. LaVoie also asked if the Library was represented at the Christmas tree or the ice sculpture events. McCann said that they were not, but that is only because the Chamber of Commerce did not do any solicitation to participate.

**Adjournment:** Having completed all items on the agenda, Estill moved to adjourn at 8:14 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=0. Motion carried.

Respectfully submitted,



Barbara Davenport,  
Secretary



Michelle Jopeck,  
Recording Secretary

<b>February 2024</b>	
Circulation Statistics	February
Adult Books	4171
Young Adult Books	635
Children's Books	8055
Magazines	94
DVD	1713
Books on CD	379
Music CD	359
Realia/Objects/Equip	48
Overdrive	4515
hoopla	2139
Kanopy	725
Staff/Patron renewals	1577
Auto-renewals	8198
In-House	1167
<b>Total</b>	<b>33775</b>
Library visits	10478
Reference questions	2161
Items withdrawn	708
New items added	908
Total holdings	117416
New cards issued	221
Total card holders	10858
Internet usage	1295
Museum/Park Pass	6
Web site visits	10099
Program attendance	1803
Fax	20
ILL lent out	1976
ILL borrowed	2798
Unique borrowers	1807
Study Room Use	205