



Dexter District Library Board of Trustees

Meeting Minutes

April 1, 2024

7:00 p.m.

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

In President Vrsek and Vice President Korinek's absence, Treasurer Simpson called the meeting to order at 7:01 p.m.

Simpson called for additions/changes to the presented agenda. No changes or additions were requested. Gregg moved to approve the meeting agenda as presented. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Simpson called for corrections to the minutes of the March 4, 2024 regular Board. No corrections were requested. Gregg moved to approve the minutes from the March 4, 2024 regular Board Meeting as presented. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=3. Motion carried.

Public Comment: None.

Consent Agenda: Simpson 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 Gregg. A roll call vote was taken. Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=3. Motion carried.

During the discussion on the Consent Agenda, the quote from Altech for the spindle on the HVAC return air fan was discussed. After a discussion, the Board members present reached a consensus that they were amenable with replacing the motor and fan if the quote came out to \$5,000 or less for the new part and labor. If the price is more than that, they are amenable to going with the quote from Altech for repairing the current fan.

Circulation Statistics: Statistical charts for the month of March 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. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, absent=3. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff reaching their anniversary date of hire in the month of April include Library Page Haila Moazami (2 years), Youth Reference Librarian Rori Bielak (3 years), Children's Librarian Krista Pedersen (7 years), and Maintenance Supervisor Matt Erwin (2 years). All were included in the 2024 wage rate adjustments therefore no Board action was necessary.

The Library has hired Shannon Craft as a part-time Adult Reference Librarian starting at \$21.00/hour scheduled to start on April 2, 2024. Estill moved to approve the hiring of Shannon Craft at a starting wage of \$21.00/hour. Second by Palmer. A roll call vote was taken. Palmer=aye, Gregg=aye, Estill=aye, Simpson=aye, Davenport=aye, absent=3. Motion carried.

Old Business:

McCann had an initial meeting with the major department heads to begin implementation of the strategic plan. McCann does have a few questions for the consultants before implementation fully gets underway. Davenport asked if McCann has reached out to the consultants regarding a process for updating our Core Values. McCann has not at this point in time, but will work on it.

McCann has received a quartz sample from Doors & Drawers that will match with the interior design in the Library. Door & Drawers was going to try to find a granite sample that will work too, but one has not been provided yet. The provided quartz sample is very similar to the laminate design that has been on the circulation desk until now. McCann is still waiting for a final quote for the specific sample that has been decided on to make sure that the price isn't vastly different.

Positive Pay is still a work in progress. The requirements that Chelsea State Bank has results in McCann needing to manipulating the data quite a bit which takes time and increasing the odds for errors. There are questions about what happens if there is an error and if the check is reviewed by an employee or just automatically rejected and then needs rewritten.

Erwin has marked the current border of the erosion so that we can monitor any further erosion. McCann has been in contact with his contact at MDOT who was out last week. The Library is set with the irrigation line so if MDOT arrives unannounced and fills the gully with rip rap, then there should be no damage to the Library property. There isn't really anything for the Library to do at this point; it is all in MDOT's court at this point in time.

With the absence of Vrsek, there is no report on the Director's Evaluation. McCann will sit down with Vrsek and go over the report once Vrsek has recovered.

New Business: None

Public Comment: None

Board Member Comments: The Library's involvement in the Bicentennial Parade was discussed. Numerous Board members are willing to march in the parade, but with the response that McCann has

received, there isn't enough interest to warrant a float. There should be enough interest to have a small group march with a banner.

Adjournment: Having completed all items on the agenda, Palmer moved to adjourn at 8:00 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

March 2024	
Circulation Statistics	March
Adult Books	4192
Young Adult Books	746
Children's Books	9108
Magazines	40
DVD	1782
Books on CD	402
Music CD	283
Realia/Objects/Equip	54
Overdrive	4745
hoopla	2412
Kanopy	938
Staff/Patron renewals	1802
Auto-renewals	9372
In-House	1039
Total	36915
Library visits	11126
Reference questions	2493
Items withdrawn	421
New items added	958
Total holdings	117909
New cards issued	92
Total card holders	10855
Internet usage	1389
Museum/Park Pass	9
Web site visits	10421
Program attendance	1564
Fax	26
ILL lent out	1935
ILL borrowed	2917
Unique borrowers	2005
Study Room Use	165