



Dexter District Library Board of Trustees
Meeting Minutes
August 26, 2024
7:00 p.m.

Members present: Barbara Davenport, James Estill, Cassy Korinek, Donna Palmer, Sherry Simpson, Shelly Vrsek
Members absent: Martha Gregg, Jim LaVoie
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. Davenport moved to approve the meeting agenda as presented. Second by Korinek. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the August 5, 2024 regular Board. A minor spelling error was found and corrected. Simpson moved to approve the corrected minutes from the August 5, 2024 regular Board Meeting as amended. Second by Estill. A voice vote was taken. Aye=all, nay=none, absent=2. 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. Palmer moved to approve the Consent agenda. Second by Korinek. A roll call vote was taken. Davenport=aye, Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

Circulation Statistics: Statistical charts for the month of August 2024 were not available for review due to the meeting happening before the end of the month.

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 Estill. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Korinek=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

Budget Changes: None

Reimbursement: None

Personnel: Library staff who reached their anniversary date of hire in the month of September include Library Assistant Melissa Shaieb (5 years), Teen Librarian Mollie Hall (3 years full time), Administrative Assistant Michelle Joppeck (2 years), and Circulation Supervisor Mary Graulich (30 years). All were included in the 2024 wage rate adjustments therefore no Board action was necessary.

Since the last Board meeting, the Library has rehired Dana Knott as a Youth Reference Librarian starting on 8/13/2024 with a starting wage of \$21.00/hour. The Library also hired Susan Musleh as a Library Assistant starting at \$16.00/hour. Susan's first day was 8/13/2024. Two new Library Pages were also hired at a pay rate of \$10.33/hour: Korinne Wilson, who started on 8/14/2024, and Abby Fillion, who started on 8/21/2024. Davenport moved to approve the hiring of Dana Knott as a Youth Reference Librarian with a pay rate of \$21.00/hour, Susan Musleh as a Library Assistant with a pay rate of \$16.00/hour, Korinne Wilson as a Library Page with a pay rate of \$10.33/hour, and Abby Fillion as a Library Page with a pay rate of \$10.33/hour. Second by Simpson. A roll call vote was taken. Korinek=aye, Estill=aye, Palmer=aye, Vrsek=aye, Davenport=aye, Simpson=aye, absent=2. Motion carried.

Library Pages Kate Parachek (2.5 years) and Anna Nickerson (2 years) submitted their resignations due to heading off to college. Kate's last day was 8/9/2024 and Anna's last day was 8/14/2024.

Old Business:

No new items to discuss regarding the Strategic Planning.

Circulation desk repairs have been fully finished. Payment was released and cashed for the project.

McCann has been using the unlocked electronic transfer function to make transfers between Library accounts in Chelsea State Bank.

There has been no progress in the status of the elevator repairs. McCann has not gotten a response from Schindler regarding his questions. McCann will not pay that bill until he gets a satisfactory response.

Estill moved to adopt the Resolution to Adopt Budget for 2024-2025. Second by Korinek. A roll call vote was taken. Palmer=aye, Simpson=aye, Estill=aye, Davenport=aye, Vrsek=aye, Korinek=aye, absent=2. Motion carried. See addendum for full text of the resolution.

Simpson moved to approve the L-4029 Millage Rate Request Forms for both Livingston and Washtenaw Counties as presented. Second by Palmer. A roll call vote was taken. Simpson=aye, Davenport=aye, Vrsek=aye, Estill=aye, Korinek=aye, Palmer=aye, absent=2. Motion carried.

The potential changes surrounding the Michigan Supreme Court decision regarding the minimum wage was discussed. Not real changes or plans can be created until more information is received.

New Business: None

Public Comment: None

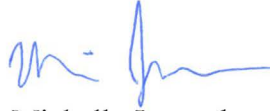
Board Member Comments: None

Adjournment: Having completed all items on the agenda, Davenport moved to adjourn at 8:04 pm.
Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



Barbara Davenport,
Secretary



Michelle Joppeck,
Recording Secretary

**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 26th day of August, 2024, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members DAVENPORT, ESTILL, KORINEK, PALMER, SIMPSON, VRSEK

ABSENT: Members GREGG, LAVOIE

The following preamble and resolution were offered by Member ESTILL and supported by Member KORINEK:

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, 2024 to September 30, 2025 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 14 and August 21, 2024, and a public hearing on the proposed budget was held on August 26, 2024.

Section 5: Estimated Revenues

Estimated Library Operational Fund revenues for the fiscal year October 1, 2024 to September 30, 2025, including a voter-authorized millage of 1.0780 mills and various miscellaneous revenues, shall total \$2,097,851. The Library shall also levy an additional 0.2700 mills for debt service, generating an additional \$501,604.

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 1.3480 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, 2024 to September 30, 2025 for the various Library activities (line-items) are as follows: \$2,089,640 for operational purposes and \$592,620 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

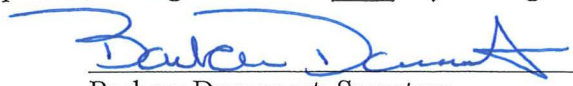
Motion made by ESTILL, seconded by KORINEK to adopt the foregoing resolution. Upon roll call vote, the following voted aye: PALMER, SIMPSON, ESTILL, DAVENPORT, VRSEK, KORINEK. The following voted nay: NONE.

_____ declared the motion carried and the resolution duly adopted on the 26th day of August 2024.

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 26th day of August, 2024 at 7:00 p.m.



Barbara Davenport, Secretary

**Dexter District Library
Exhibit A
Official Budget 2024-25**

General Operating

Millage Income Revenue	\$1,906,301
Other Income	\$30,800
Other Misc Revenue	\$144,500
Penal Fines Revenue	\$16,250
Total	\$2,097,851

Operating Expense

Library Materials	\$350,000
Capital Outlay	\$62,000
General Operations	\$374,182
Wages and Benefits	\$1,303,458
Total	\$2,089,640
Ending Balance	\$8,211

Debt Service

Debt Income	\$501,604
Application of fund balance	\$102,295
Debt Expense	\$592,620
Total*	\$11,279

*Ending positive balance will be transferred to Library operations through Board resolution