



Dexter District Library Board of Trustees

Meeting Minutes

January 6, 2025

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 7:03 p.m.

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

Vrsek called for corrections to the minutes of the December 2, 2024 regular Board Meeting. No corrections were requested. Estill moved to approve the minutes from the December 2, 2024 regular Board Meeting as presented. Second by Korinek. A voice vote was taken. Aye=7, nay=none, abstain=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. Palmer moved to approve the Consent agenda. Second by Davenport. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, LaVoie=aye, Korinek=aye, Gregg=aye, Estill=aye, Davenport=aye. Motion carried.

Circulation Statistics: Statistical charts for the month of December 2024 were available for review. The statistics are appended to the end of the minutes for formatting purposes.

Treasurer's Report: McCann presented the current Treasurer's report. The bills paid since the last board meeting were reviewed. LaVoie moved to approve the bills paid since the last board meeting. Second by Estill. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Korinek=aye, LaVoie=aye, Palmer=aye, Simpson=aye, Vrsek=aye. Motion carried.

McCann brought a question before the Board as to whether the Board is still interested in the Library being a member of the Dexter Area Chamber of Commerce. McCann is dissatisfied with the removal of the membership list that happened a few years ago and has not be readded. After a discussion, the Board was interested in continuing to be a member of the Dexter Area Chamber of Commerce.

Budget Changes: None

Reimbursement: None

Personnel: Library staff who reach their anniversary date of hire in the month of January include Head of Adult Services Lisa Ryan (15 years), Head of Youth Services Ruth Jansen (5 years), Youth Reference Librarian Sarah Kennedy (1 year), and Library Page Ilia Malavecic (2 years). All are set to be included in the 2025 wage rate adjustments therefore no Board action was necessary.

Old Business:

McCann is recommending staying with Schindler Elevator for our elevator service contract. Quotes were received from a couple other companies, but none of those companies were responsive to any of the questions or requests for verification that were submitted. Additionally, the other companies' quotes did not include required testing which was included in Schindler's quote. Based on estimates, since the companies would not respond to the request for pricing for those tests, the addition of those test removes most, if not all, of the savings that would be obtained by switching companies. Simpson moved to approve entering into the recommended elevator service contract with Schindler Elevator. Second by Davenport. A roll call vote was taken. LaVoie=aye, Gregg=aye, Davenport=aye, Vrsek=aye, Estill=aye, Korinek=aye, Palmer=aye, Simpson=aye. Motion carried.

McCann noted that there will be a Strategic Planning update next meeting.

McCann will meet with Vrsek regarding the Director's Evaluation before the next meeting.

New Business:

An anonymized wage rate schedule for 2025 was passed out to the Board members. McCann and the Finance Committee are recommending paying the Library Pages who are under the age of eighteen 85% of the minimum wage as allowed by the law once the minimum wage is increased again on February 21, 2025. Once Library Pages reach the age of eighteen, they will be paid 100% of the minimum wage as required by law. Simpson moved to adopt the proposed 2025 wage rate schedule as of January 1, 2025. Second by Korinek. A roll call vote was taken. Korinek=aye, Palmer=aye, Simpson=aye, Davenport=aye, Vrsek=aye, LaVoie=aye, Estill=aye, Gregg=aye. Motion carried. Along with the minimum wage increase, the Library will be required to start providing earned sick time at a rate of 1 hour per 30 hours worked starting on February 21, 2025. Policies regarding this change will be worked on in the Policy Committee.

Due to technological difficulties, the potential for adding New Year's Eve as a paid holiday was not able to be discussed by the Policy Committee. McCann was interested in bringing this issue before the Board due to the timing of New Year's Eve and the Board meeting in case the Board wanted to retroactively add New Year's Eve as a paid holiday for 2024. Currently, the Library is closed on New Year's Eve, but it is not a paid holiday. This is the only date where the Library is closed, but it is not a paid holiday and the day of the week that this date falls on can fluctuate; the rest of the dates that Library is closed, but are not a paid holiday always fall on a Sunday when full time staff do not normally work. An employee brought this to Simpson who discussed it with McCann which led to bringing this to the Board. After a lengthy discussion, multiple Board members were concerned that this question was brought up to a Board member instead of being brought up to McCann first. It was also decided that the Policy Committee would do a comparison of holidays at like-sized libraries in the area to determine if any changes or updates to the holiday policy are due.

The Library's cash register failed on December 19, 2024. McCann noted that it is possible to purchase a new cash register similar to the cash register the Library has been using, but wanted to know how the Board felt with regard to upgrading to a POS system vs purchasing a similar simple cash register especially in light of some of the items in the Strategic Plan. The Board was in favor of trying out a POS system and turning off the features that the Library is not ready to use at this time.

Multiple bids for converting the Library's collection to RFID have been received. McCann did get notification that TLN is willing to purchase the RFID tags and include it as part of the Shared System fees. That means that all the Library would end up having to pay for would be the labor for converting the collection. McCann and Wright believe that Bibliotheca is the best option for the Library to go with for converting the collection to RFID and are recommending them to the Board. LaVoie moved to move forward with the quote from Bibliotheca with the request to see the final contract and updated quote at the next meeting. Second by Davenport. A roll call vote was taken. Gregg=aye, Davenport=aye, Vrsek=aye, Estill=aye, Simpson=aye, LaVoie=aye, Korinek=aye, Palmer=aye. Motion carried.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Korinek moved to adjourn at 8:58 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none. Motion carried.

Respectfully submitted,



Barbara Davenport,
Secretary



Michelle Joppeck,
Recording Secretary

December 2024

Circulation Statistics	December
Adult Books	3679
Young Adult Books	472
Children's Books	7234
Magazines	50
DVD	1640
Books on CD	370
Music CD	202
Realia/Objects/Equip	38
Overdrive	4298
hoopla	2269
Kanopy	666
Staff/Patron renewals	1369
Auto-renewals	9416
In-House	852
Total	32555
Library visits	8842
Reference questions	1931
Items withdrawn	887
New items added	792
Total holdings	116552
New cards issued	55
Total card holders	10939
Internet usage	1197
Museum/Park Pass	8
Web site visits	9487
Program attendance	1268
Fax	8
ILL lent out	1572
ILL borrowed	2506
Unique borrowers	1624
Study Room Use	134