



## Dexter District Library Board of Trustees

### Meeting Minutes

February 3, 2025

7:00 p.m.

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

Members absent: Cassy Korinek, Donna Palmer

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. McCann requested to add approval of the Bibliotheca preapproval check along with the RFID discussion. Davenport moved to approve the meeting agenda as amended. Second by Simpson. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the January 6, 2025 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the January 6, 2025 regular Board Meeting as presented. Second by LaVoie. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

**Public Comment:** Joppeck relayed Mary Graulich's thank you for the gifts received at the 30<sup>th</sup> Anniversary Celebration. McCann also expressed his gratitude. LaVoie passed around a thank you card to the Board as well.

**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, LaVoie=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

**Circulation Statistics:** Statistical charts for the month of January 2025 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. Davenport moved to approve the bills paid since the last board meeting. Second by Estill. A roll call vote was taken. Vrsek=aye, Simpson=aye, LaVoie=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

**Budget Changes:** None

**Reimbursement:** None

**Personnel:** Library staff who reach their anniversary date of hire in the month of February include Adult Reference Librarians Ashley Bowles (5 years) and Catherine Van Camp (2 years). Both were included in the 2025 wage rate adjustments therefore no Board action was necessary.

**Old Business:**

The Strategic Plan is still moving forward and McCann discussed the items that are in process currently. Vrsek stated that the Dexter Senior Center has a new Executive Director and reached out to her as a Webster Township Trustee. Vrsek brought the idea of having the Dexter Senior Center, Dexter District Library, and Webster Historical Society work together to come up with a plan for reaching out to Webster Township residents. She mentioned that the Webster Township Supervisor requested a drop box in Webster Township. Davenport asked if Webster Township could have a trial book sale shelf that the Friends coordinate to gauge interest. McCann noted that ideas such as these fall under the strategic plan section "Advance Partnerships and Collaboration." The first step would be to create a partner case statement, which is slated for Policy Committee. McCann cautioned that services extended to one segment may be requested by other areas within the Library's service district.

Vrsek and McCann discussed reformatting the Director's Evaluation into something that is more informative. Ideas were offered and discussed by the Board.

McCann is leaning towards a simple cash register similar to the cash register that recently broke and explained his reasoning. Questions were asked by Board members and answered by McCann.

McCann requested to get approved from the Board for Bibliotheca's prepayment of 50% which comes out to \$25,706.74. Davenport moved to approve the payment of the prepayment to Bibliotheca in the amount of \$25,706.74. Second by LaVoie. A roll call vote was taken. Gregg=aye, Vrsek=aye, Davenport=aye, Simpson=aye, Estill=aye, LaVoie=aye, absent=2. Motion carried.

**New Business:**

Amendments to the sick time policy contained in the Personnel Policy in order to comply with the Earned Sick Time Act set to go into effect on February 21, 2025 were included in the Board packet. A discussion was held regarding the presented amendments. Simpson moved to approve the amendments to the sick time policy in the Personnel Policy as presented dependent on the Earned Sick Time Act going into effect on February 21, 2025. Second by LaVoie. A roll call vote was taken. Gregg=aye, Davenport=aye, Estill=aye, Vrsek=aye, LaVoie=aye, Simpson=aye, absent=2. Motion carried. Davenport requested for the Policy Committee to still consider this issue for equity between the full-time employees and the part-time employees even if the Earned Sick Time Act gets changes or turned down.

A discussion was held regarding the presented ICE procedure during the Consent Agenda and did not need to be discussed further. A sample procedure manual for dealing with any potential ICE contact was included in the Board packet. Vrsek noted that she would be willing to be used as a contact for staff to reach out to in case ICE shows up at the Library while McCann is not available.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Gregg moved to adjourn at 8:40 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

**January 2025**

Circulation Statistics	January
Adult Books	4421
Young Adult Books	649
Children's Books	8702
Magazines	63
DVD	1747
Books on CD	406
Music CD	258
Realia/Objects/Equip	47
Overdrive	4792
hoopla	2644
Kanopy	711
Staff/Patron renewals	1355
Auto-renewals	7899
In-House	1273
<b>Total</b>	<b>34967</b>
Library visits	10637
Reference questions	2218
Items withdrawn	1764
New items added	1078
Total holdings	116121
New cards issued	117
Total card holders	10950
Internet usage	908
Museum/Park Pass	8
Web site visits	10953
Program attendance	2553
Fax	30
ILL lent out	2131
ILL borrowed	3070
Unique borrowers	1887
Study Room Use	234