



Dexter District Library Board of Trustees

Meeting Minutes

November 3, 2025

7:00 p.m.

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

Members absent: Jim LaVoie, Shelly Vrsek

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

In the absence of President Vrsek, Vice President Estill called the meeting to order at 7:01 p.m.

Gregg moved to pass a continuing resolution for the current Board Officers until the December Board of Trustee meeting. Second by Palmer. A voice vote was taken. Aye=all, Nay=none, absent=2.

The Oath of Office was taken.

Estill called for additions/changes to the presented agenda. Simpson moved to approve the meeting agenda as presented. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

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

Public Comment: None.

Consent Agenda: Estill 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 Palmer. A roll call vote was taken. Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Korinek=aye, Davenport=aye, absent=2. Motion carried.

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

Budget Changes: None

Reimbursements: None

Personnel:

Library staff who reach their anniversary date of hire in the month of November include Library Assistants Ann Smart (19 years) and Jane Anderson (9 years) and Substitute Library Assistant Jane Hamilton (6 years as a substitute). All were included in the 2025 wage rate adjustments therefore no Board action was necessary.

The Library hired Vanessa Piontek as a part-time Library Page starting at \$12.48/hour. Piontek started on 10/16/2025. Simpson moved to approve the hiring of Vanessa Piontek at a starting wage of \$12.48/hour. Second by Korinek. A roll call vote was taken. Gregg=aye, Simpson=aye, Korinek=aye, Palmer=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

Old Business:

The Gifts Policy was presented for the second reading. Palmer moved to adopt the Gifts Policy as presented. Second by Simpson. A roll call vote was taken. Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Korinek=aye, Davenport=aye, absent=2. Motion carried.

Simpson moved to continue the committee assignments as follows:

- Policy Committee: Korinek, LaVoie, Vrsek
- Facilities Committee: Estill, Gregg, Vrsek
- Finance Committee: Davenport, Palmer, Simpson

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

The Policy Categorization was discussed. The Board was ok with the staff administratively deciding which category a policy falls under if there are multiple categories that a policy could fall under.

There is nothing new for Strategic Planning.

The RFID project is fully implemented at this point. Staff are checking in and out items with the RFID pads and training has occurred with staff for the inventory wand. Errors that are being found while checking items out are easily able to be corrected at this point.

New Business:

Art displays was discussed under the Consent Judgement. Ideas for new directions to go if the current provider of the art display in the Lower Level is unable to continue due to health issues was discussed.

Liability and property insurance renewal information was included in the board packet. Premium quotes for increases to the blanket employee dishonesty coverage and position bonds for the Director and Board President were included in the packet as well. Discussion was held regarding the need for bonds and potential coverage levels. Simpson moved to increase the blanket employee dishonesty coverage from the current limit of \$250,000 to a limit of \$500,000, increase the Treasurers bond from \$250,000 to \$500,000 and add additional position bonds for the Director and Board president with a limit of \$500,000. Second by Gregg. A roll call vote was taken. Palmer=aye, Estill=aye, Davenport=aye, Gregg=aye, Simpson=aye, Korinek=aye, absent=2. Motion carried.

After a discussion regarding the potential of adding New Year's Eve as a paid holiday and the history of Board and committee discussion, Gregg moved to approve New Year's Eve as a paid holiday for 2025. Second by Simpson. A roll call vote was taken. Korinek=aye, Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, absent=2. Motion carried.

The Library closing schedule and paid holiday schedule will be corrected to include New Year's Eve and will be brought before the Board at the December meeting for approval. The Holiday Pay policy will also be brought before the Board in December for the approval of New Year's Eve being added as a paid holiday.

After a discussion surrounding date changes for the January and September meetings as well as a discussion surrounding the date for the April meeting, Palmer moved to approved the Dexter District Library Meetings of the Board of Trustees calendar for 2026-2027 as presented. Second by Korinek. A roll call vote was taken. Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, Korinek=aye, absent=2. Motion carried.

Public Comment: None

Board Member Comments: None

Adjournment: Having completed all items on the agenda, Gregg moved to adjourn at 8:44 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

October 2025

			MoM
Circulation Statistics	Oct.	Sept.	%change
Adult Books	3863	3963	-3%
Young Adult Books	787	730	8%
Children's Books	7587	8089	-6%
Magazines	107	80	34%
DVD	1346	1214	11%
Books on CD	305	346	-12%
Music CD	268	201	33%
Realia/Objects/Equip	50	47	6%
Overdrive	4902	4459	10%
hoopla	2169	2598	-17%
Kanopy	675	550	23%
Staff/Patron renewals	1326	1361	-3%
Auto-renewals	8522	8407	1%
In-House	2422	1418	71%
Total	34329	33463	3%
Library visits	11506	10365	11%
Reference questions	1971	2000	-1%
Items withdrawn	1325	1233	7%
New items added	562	866	-35%
Total holdings	113627	114647	-1%
New cards issued	96	70	37%
Total card holders	11107	11125	0%
Internet usage	1537	1360	13%
Museum/Park Pass	22	24	-8%
Web site visits	11652	10337	13%
Program attendance	1918	931	106%
Fax	28	25	12%
ILL lent out	1658	1888	-12%
ILL borrowed	2624	2567	2%
Unique borrowers	1764	1751	1%
Study Room Use	189	177	7%
Total monthly ROI delivered to the community through use	\$496,605	\$453,215	