



**Dexter District Library Board of Trustees**

**Meeting Minutes**

December 1, 2025

7:00 p.m.

Members present: Barbara Davenport, James Estill, Martha Gregg, Donna Palmer, Sherry Simpson, Shelly Vrsek

Members absent: Cassy Korinek, Jim LaVoie

Others present: Paul McCann, Library Director  
Michelle Joppeck, Recording Secretary  
Ailie Tomlinson of Maner Costerisan, CPAs

President Vrsek called the meeting to order at 7:00 p.m.

The Oath of Office was taken by Vrsek.

Simpson moved to approve the following Board Officers for the 2025-2026 fiscal year:

President: Shelly Vrsek

Vice-President: James Estill

Treasurer: Sherry Simpson

Secretary: Barbara Davenport

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

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

Ailie Tomlinson of Maner Costerisan, CPAs reviewed the 2024-2025 audit report, which concludes with an unmodified, clean opinion with no areas of concern. The completed audit will be uploaded to the State Treasury. Questions were asked of Tomlinson to the Board's satisfaction.

Tomlinson was thanked for her time and expertise and exited the meeting at 7:29 pm. The Board had no objections to the audit report and was in consensus to accept it as presented. Davenport moved to accept the 2024-2025 audit. Second by Simpson. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

Vrsek called for corrections to the minutes of the November 3, 2025 regular Board Meeting. No corrections were requested. Simpson moved to approve the minutes from the November 3, 2025 regular Board Meeting as presented. 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 Gregg. A roll call vote was taken. Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, absent=2. Motion carried.

**Circulation Statistics:** Statistical charts for the month of November 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. Palmer moved to approve the bills paid since the last board meeting. Second by Estill. A roll call vote was taken. Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, Vrsek=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 December include Library Director Paul McCann (31 years) and Technology Librarian Scott Wright (15 years). All were included in the 2025 wage rate adjustments therefore no Board action was necessary.

The Library hired Leahley Alawi as a part-time Adult Reference Librarian starting at \$18.25/hour due to being a MLS student. Alawi started on 11/17/2025. The Library also hired Camryn Kriesel as a part-time Library Page starting at \$12.48/hour. Kriesel started on 11/18/2025. Estill moved to approve the hiring of Leahley Alawi at a starting wage of \$18.25/hour and Camryn Kriesel at a starting wage of \$12.48/hour. Second by Simpson. A roll call vote was taken. Simpson=aye, Vrsek=aye, Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, absent=2. Motion carried.

**Old Business:**

Simpson moved to approve the Library Closing Schedule and Staff Paid Holiday Schedule for 2026 and January 2027 as presented. Second by Davenport. A roll call vote was taken. Estill=aye, Davenport=aye, Vrsek=aye, Simpson=aye, Palmer=aye, Gregg=aye, absent=2. Motion carried.

Joy Naylor has decided to retire due to health reasons. Diane Bennett expressed interest in taking over coordinating the art displays at the Library, but has since backed out. McCann has some additional leads that he will look into.

There is nothing new for the Strategic Plan.

The RFID project is running well.

**New Business:**

The Library's liability and property insurance was reviewed.

The ballasts for the dimmable light in the Lower Level meeting room and the first floor conference room are no longer being made and are getting difficult and expensive to replace. Hopp Electric installed a test replacement light which McCann demonstrated for the Board. Davenport moved to approve the quote from Hopp Electric for the light replacement as presented. Second by Gregg. A roll call vote was taken. Davenport=aye, Estill=aye, Gregg=aye, Palmer=aye, Simpson=aye, Vrsek=aye, absent=2. Motion carried.

McCann will schedule a meeting with Vrsek to go over directions for the Director's Evaluation.

Palmer moved to approve adding New Year's Eve as a paid holiday in the Holiday Pay Policy as presented. Second by Estill. A roll call vote was taken. Vrsek=aye, Simpson=aye, Palmer=aye, Gregg=aye, Estill=aye, Davenport=aye, absent=2. Motion carried.

**Public Comment:** None

**Board Member Comments:** None

**Adjournment:** Having completed all items on the agenda, Simpson moved to adjourn at 8:18 pm. Second by Gregg. A voice vote was taken. Aye=all, nay=none, absent=2. Motion carried.

Respectfully submitted,



Barbara Davenport,  
Secretary



Michelle Joppeck,  
Recording Secretary

**November 2025**

			MoM
Circulation Statistics	<u>Nov.</u>	<u>Oct.</u>	<u>%change</u>
Adult Books	3638	3863	-6%
Young Adult Books	851	787	8%
Children's Books	7509	7587	-1%
Magazines	78	107	-27%
DVD	1498	1346	11%
Books on CD	298	305	-2%
Music CD	311	268	16%
Realia/Objects/Equip	71	50	42%
Overdrive	4695	4096	15%
hoopla	2184	2169	1%
Kanopy	569	675	-16%
Staff/Patron renewals	1252	1326	-6%
Auto-renewals	8106	8522	-5%
In-House	1691	2422	-30%
<b>Total</b>	<b>32751</b>	<b>33523</b>	<b>-2%</b>
Library visits	9875	11506	-14%
Reference questions	1942	1971	-1%
Items withdrawn	1414	1325	7%
New items added	1208	562	115%
Total holdings	113571	113627	0%
New cards issued	62	96	-35%
Total card holders	11052	11107	0%
Internet usage	1313	1537	-15%
Museum/Park Pass	7	22	-68%
Web site visits	13798	11652	18%
Program attendance	1077	1918	-44%
Fax	12	28	-57%
ILL lent out	1492	1658	-10%
ILL borrowed	2404	2624	-8%
Unique borrowers	1736	1764	-2%
Study Room Use	192	189	2%
Total monthly ROI delivered to the community through use	<b>\$437,583</b>	<b>\$496,605</b>	