

Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
October 6, 2016

President Shirley Watson called the meeting to order at 7PM.

Present – Shirley Watson, Dottie Snyder, Inge Kyler, Rich Robbins, Jackie Wood, Librarian Ann Sanders and Assistant Librarian Cathy Daniels

Excused –Evie Hannasch

Watson asked for a volunteer to take minutes due to Hannasch's excused absence. Wood volunteered.

Public Comments

None

Minutes

August minutes were read silently. **Kyler moved and Watson seconded that the minutes be approved. Passed 5-0.**

Financial Reports

Sanders presented the Township's format for standard budget reports. These reports can provide additional library financial data for the Board to consider at its meetings. Discussion followed. **Watson moved that the Library's expenditures and revenue be reported to the Board at each meeting using the Township budget and balance format. Robbins seconded the motion. Passed 5-0.** (Note: this report is to be presented along with the current Treasurer's report format.)

Sanders reported that the preliminary audit report has been completed with no findings. The final audit report is being prepared.

The July, August, and September Treasurer's reports were then reviewed and discussed. **Kyler moved and Robbins seconded that the reports be accepted pending audit. Passed 5-0.**

Librarian's Report

The well repairs have been finished.

Sanders reported she attended a workshop on Library Security presented to all libraries in the Woodlands and Southwest Michigan Co-ops. Following the workshop, Sanders spoke with the Windsor Township Supervisor about developing a security alert system to help ensure the safety of library staff when working alone in the library. Sanders will update the Board as to progress on such a system.

Sanders reported she looked into the liability coverage for Board members at Robbin's request. It was found that the Township could include Library Board Members under their policy for approximately an additional \$100 per year. This coverage would provide much better coverage than the existing library policy. **Watson moved and Robbins seconded that the Library insure the Board under the Township's liability coverage for the additional amount. Passed 5-0.** Sanders will cancel the current Library's liability coverage once the new coverage is in place.

The library will be offering for one year three online data bases from World Trade Press. These databases are called A to

Z World Travel (covering cities), A to Z World Culture, and A to Z U.S. States and could replace the printed travel guides. These go out of date quickly and only cover specific locations. These data bases will offer unlimited access from the library as well as unlimited home access using one's library bar code number. If this program proves helpful to library patrons, it can be offered beyond one year.

The 10 year old copy machine which is owned by the Library can no longer be serviced as parts are not available. It was proposed that a new machine be leased for use by both the library and the Township office with shared costs. A new machine will be able to copy, fax, and scan documents. **Wood moved and Robbins seconded that the Library enter into an agreement with the Township to lease a new copy machine. Passed 5-0.**

The library's computers are running slowly along with the phone service due to the current data speed we receive from WOW. This is causing problems for both patrons and library staff. **Watson moved and Kyler seconded that Sanders contact WOW and enter into a plan to increase our internet speed at a cost of \$131 per month. Passed 5-0.**

Sanders requested the authorization from the Board to bring in the Township's IT service to evaluate the library's computers and technology system. This cost could be covered by the \$1,000 grant from Woodlands. **Watson moved to authorize Sanders to contact the Township's IT service and to spend the \$1, 000 Woodlands grant and \$1000 from Capital Outlay for an assessment and upgrade of the Library's technology needs. Kyler seconded. Passed 5-0.**

Snyder moved that the Board President be given the authority to authorize additional funds out of Capital Outlay if the technology upgrade costs exceed \$2000. Robbins seconded. Passed 5-0.

Wood moved to authorize up to \$400 to allow the three library staff to become notaries. Seconded by Snyder. Passed 5-0. This service will be offered free to the community

Circulation Report was presented showing January through August of 2016. Year to date totals are as follows:

Adult books	6135
Juv. Books	401
Children's Books	1517
Other (magazines)	5740
Total print	13752
Movies	685
Audio books	503
Ebooks	1771
Total circulation	16631

Attendance Report with year to date totals:

Adults	5344
Children	664
Computer users	890
Reference Questions	534
New residents added	120
New non-residents added	17
WiFi sessions (estimates)	141

Correspondence from Chris Larson was shared in which she thanked the library for its services which she has used since 1979 and for the variety of services offered to meet the changing needs of individuals over their lifetime.

Committee Reports

None

Unfinished Business

Changing the hours the library's hours of operation was discussed. The following hours were purposed:

Monday	1:00 –7:00
Tuesday	10:00-4:00
Wednesday	1:00 –7:00
Thursday	10:00-4:00
Friday	1:00-5:30
Saturday	10:00-2:00

Concern was expressed by Snyder regarding not being open until 5:30 on Tuesday and Thursday. This time is important to serve working individuals. The proposed changes to opening hours and Monday/Wednesday/Saturday closing hours were generally supported. Action on changing the overall hours was tabled until the November meeting when additional information will be presented. Sanders was asked to provide information at the November Board meeting showing the impact of an additional three hours on the budget and library operation if the library was to remain open until 5:30 on Tuesday and Thursday

Robbins moved and Kyler seconded that the Library join the Michigan E Library (MEL) at a cost of \$1683 a year which will be reimbursed to the Library. Passed 5-0.

Robbins encouraged all Board members to take the online training offered by United for Libraries, the division of the American Library Association for library trustees and friends groups. The Library of Michigan has purchased a statewide membership for all Michigan public libraries. He indicated it was very good and of benefit to Board members, new and old. Sanders will send out the information on how to access the training on line as some board members were not present to receive this information at the August meeting.

New Business

Sanders presented the proposed budget for 2017. **Robbins moved and Kyler seconded that the Board adopt the proposed budget for 2017. Passed 5-0..**

The evaluation of library staff was discussed. As there has not been a past procedure to evaluate the Head Librarian, Watson will send an email to all Board members to submit their goals for Ann to be considered as part of her evaluation.

Robbins moved that the meeting be adjourned. Kyler seconded. Passed 5-0. Meeting adjourned at 9:35.

Respectfully submitted,
Jackie Wood,