

**Dorothy Hull Library
Windsor Charter Township
Library Board Meeting
Thursday, December 12, 2019
MINUTES**

1. President Richard Robbins called the meeting to order at 6:03 PM. Present: Robins, Watson, Gould, Wood, Librarians Sanders, Wagemaker. Excused: Kyler, Runels. Sanders agreed to serve as secretary pro tem in the absence of Kyler.
2. Public comment – none
3. Reading and approval of Minutes of November 21, 2019 meeting. Approval of the minutes moved by Watson, seconded by Gould as presented. Approved 4-0.
4. Reports
 - a. Financial reports – A motion to approve the financial reports as submitted pending audit by Watson, seconded by Gould. Approved 4-0. Sanders presented 2019 Budget Amendment 2 to realign funds in the Chart of Accounts to close out the 2019 budget year. This amendment moves \$700 from Capital Outlay to Employer Payroll Tax Contribution, \$298 from Capital Outlay to Miscellaneous, \$300 from Maintenance to Utilities and \$150 from Woodlands Reimbursable Services to Interest and Fees, which is expected to be a one-time expenditure related to the fees associated with the cashing in of a certificate of deposit in November. Watson moved to approve the budget amendment and Gould seconded the motion. Approved 4-0.
 - b. Director’s report – Robbins requested that he receive a review of the completion of the 2019 Goals for the Director and the Library from each board member by January 3, 2020. Robbins will send specific instructions including the ranking system (1-4, with 4 as the highest) and that ratings above or below 3 require comments or will be converted to 3. New 2020 Goals will be established in February following the 2019 Review conducted at the January meeting.
 - c. Circulation report -- received
 - d. Committee reports
 - i. Facilities -- no report
 - ii. Community Engagement – Watson reported on the committees’ activities and shared a draft of their proposed 2020 goals.
 - iii. Finance – Gould reported that the committee will be meeting with Justin Quinton of PNC Bank in the coming weeks to review other possible secure investment options for our reserve funds and will bring recommendations to the January meeting prior to the maturation of our next certificate of deposit on January 28, 2020.

5. Unfinished business
 - a. Fire code compliance – the electrician has been in contact and work continues towards the occupancy certificate
 - b. 2020 Proposed Budget – Sanders presented a slightly revised 2020 Budget totaling \$149,300. Watson moved and Wood seconded a motion to adopt the proposed budget for 2020. Discussion followed on salary adjustments for part time staff and the Assistant Director within the limits of those budget lines. Approved 4-0.
 - c. List of Policies update – Wood noted that the policy under development for 2020 will be the Financial Policy.
6. New Business – none
7. Public comment – none
8. Watson moved and Gould seconded a motion to adjourn. Approved 4-0 at 6:37 PM. Next meeting will be Thursday January 9 at 6:00 PM.

Respectfully submitted,

Ann Marie Sanders
Secretary pro tem