

Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
January 18, 2018

Shirley Watson called the meeting to order at 6:00 PM

Present: Watson, Wood, Robbins, Snyder, Kyler and Librarian Sanders
Excused - Hannasch
Absent - 0

Public Comment - None

Minutes

Motion by Wood, support Robbins to approve the December minutes with the amendment to reflect under New Business “librarian assistant hours to a total of 40 hours a week.” Motion Carried.

Financial Report

Motion by Robbins, support Kyler to support the November and December 2017 reports as presented, pending audit. Motion Carried.

Librarian Report

Carpets have been cleaned.

A winter reading program for adults has been launched.

Two sessions on Thursday mornings from March 1 through May 17th with a new session in the fall to provide story telling for children. Sanders expressed concern over the unexpected high usage of Wi-Fi sessions.

We are eligible to participate with the Midwest Consortium for Library Services (MCLS) for a fee of \$125 which will be reimbursed by the co-op.

Lansing Catholic High School students have prepared sample library logos for the Board to study and possibly choose one for adoption. \$115 was received as a memorial donation for Mrs. Erma Parsons. The Board and Parsons family will study options for application. One option that is being considered is to activate a Home Bound Reading program. Background checks would need to be performed on persons involved.

Sanders requested that one of her assistant librarians be permitted to attend the basic librarian certification being held at Shanty Creek in May. **Motion** by Wood, support Robbins to approve the expenditures necessary for this purpose. Motion Carried.

There was much discussion over the un expected high usage in Wi-Fi sessions for this past month. Our microcomputer consultants have advised us on how to limit the hours our guest network is available. A specialist from the Michigan Department of Education will be meeting with staff to discuss other options. Robbins has agreed to participate in this discussion.

One of the assistant librarians is having a serious health issue which may necessitate the hiring of a temporary substitute.

Robbins suggested that it be mandatory that new board members take the online board certification course.

Unfinished Business

Motion by Wood, support Robbins that the **Collection Development Policy** be approved for adoption. Motion Carried.

Motion by Snyder, support Robbins that the **Sexual Harassment and Unwanted Conduct Policy** be approved for adoption. Motion Carried.

The **Social Security Number Privacy Policy** first draft was presented and will be placed on the next meeting agenda.

The proposed **User Survey** has not been launched due to lack of time for implementation.

Woods is working on the **Record Retention Policy** for placement on the next agenda.

Snyder proposed that the **goals for the librarian and the library** be placed on the March agenda. To prepare for that objective, the following motion was made:

Motion by Wood, support Robbins to call for a Special Meeting February 7th to study and prepare goals for the librarian and the library. Motion Carried.

Meeting Adjourned - 8 p.m.

Respectfully submitted
Inge Kyler, Secretary Pro tem