

Dorothy Hull Library
Windsor Charter Township
Library Board Minutes Special Meeting
November 19, 2018

Shirley Watson called the meeting to order at 10:00 A.M.

Present - Watson, Snyder, Kyler, Wood, Robbins and Librarians Sanders, Wagemaker

Excused – Hannasch

Absent - 0

Public Comment -None

Minutes:

Motion made by Robbins, support Wood to approve the minutes. Passed 5-0

Financial Reports:

Motion by Robbins, support Wood to transfer monies from the General Fund Misc. and Utilities to cover shortfalls in the creation of new budget categories. Passed 5-0

Motion by Wood, support Robbins to automatically renew certificates of deposit that are due with the exception of No. 6230 which the Township will explore for a one year renewal.

Motion by Wood, support Robbins to accept the September and October budget reports pending audit report. Passed 5-0

Directors Report

1. Circulation Report: Sanders reported that the report reflects the patronage of a number of new families in the area.
2. 2019 Programming Report: Sanders said the library closed on Veterans Day but the staff held a productive staff meeting. She also said the Dimondale Dimes Brewery has volunteered to sponsor book discussion.
3. Preschool story time will be switched from Thursday mornings to Tuesdays.
4. It was suggested that flyers be prepared for the March 16th Llama Llama event.

Watson commented, and the Board agreed, that she and her staff should be commended for their efforts developing various programming during the 2018 and for 2019.

5. Home Delivery: A letter from the Parsons family was read supporting the Home Delivery program along with an additional donation of \$500, bringing their donation for the program to \$900. Sanders presented totes that will be used for the program deliveries. It was suggested that flyers explaining the service could be delivered with Meals on Wheels volunteers. Sanders reported that background checks for volunteers is not required by our insurance. However, driver license and auto insurance information is required.

Hannasch arrived at 11:00 a.m.

Unfinished Business

1. Report on meeting with architect, Tim Spitzley for possible expansion of the library and township meeting area. Sanders reported that Spitzley was the architect for various libraries such as Sunfield, Lake Odessa, Mulliken and Potterville. Sanders explained the proposal and said the township is anxious to get moving on the project, with completion date of 2020 and that money is available.
2. Annual leave for full time employees. Various options, including personal leave, was discussed. Motion by Wood, support Hannasch that starting in January Sanderson receives two personal leave days, 3 weeks vacation at 3 years, 4 weeks vacation at 5 years and add a personal leave day at 6 years, and per year with a cap at 10 years with the understanding that the bylaws at the January 2019 meeting be adjusted to reflect this change.
The assistant Librarian would be entitled to two personal leave days, two weeks annual leave at six months and three weeks at four years and 4 weeks at seven years. Passed 6-0
3. Rotating terms for Trustees. Sanders said that it has been suggested that trustee terms be staggered to reflect three years as opposed to the full board being elected during the general election.
4. Board meetings: It was suggested to amend the bylaws to reflect the option of having a third Thursday of the month morning meeting during the off-regular board meeting months that otherwise meet at 6pm the third Thursday evenings.

5. Hours: Motion by Robbins, support Hannasch that the library hours be changed to 10 A.M. opening Monday through Saturday, closing hours to remain the same. Passed 6-0
6. Holidays – Motion by Robbins, support Hannasch that the Holiday schedule be adopted as presented. Passed 6-0
7. 2019 Budget: Motion by Robbins, support Hannasch that the 2019 Budget be adopted as presented. Passed 6-0

Watson reminded members to evaluate 2019 goals for the library and the director and to rate them accordingly.

New Business

Officers:

Motion by Wood, support Snyder that the following officer slate be accepted:

President: Robbins

Vice President: Watson

Secretary: Kyler

Passed 6-0

Motion made by Kyler, support Hannasch to adjourn meeting. Passed 6=0

Meeting Adjourned: 12:30 p.m.

Respectfully submitted,

Evie Hannasch, Secretary