

Dorothy Hull Library  
Windsor Charter Township  
Library Board Meeting Minutes  
November 21, 2019

President Robbins called the meeting to order 6:00 p.m.

Present: Robbins, Watson, Kyler, Runels, Sanders

Excused absence: Gould, Wood, Wagemaker

**Public Comment:** None

**Minutes: Motion** by Runels, support Watson to accept the September 19<sup>th</sup> minutes as corrected. (strike the “kit” after [Ancestry.com](http://Ancestry.com)) Motion Carried.

**Motion** by Watson, support Runels to accept the October 10<sup>th</sup> minutes as corrected. (under f. “parings should be pairings) Motion Carried.

6:10 Michelle Heriford from the Dimondale Home Culture Club arrived.

**Reports:**

*Financial Report:*

With the report that savings were down, the following motion was made:

**Motion** by Runels, support Watson to authorize the treasurer to convert the income from the Eaton Federal CD #6298 maturing January 5<sup>th</sup>, to the savings account. Motion Carried.

**Motion** by Watson, support Runels to accept the 2019 Budget amendments as follows:

From Woodlands Reimbursable Services to Miscellaneous \$600

From Use Tax to Audit 75

From Capital Outlay to Employer PR Tax Contribution 650

From General Fund to Salaries – Librarian Assistant 3500

From General Fund to Books 1500

Motion Carried.

**Motion** by Watson, support Runels to accept the financial report pending audit. Motion Carried.

*Director's Report:*

Under reviews of staff, Sanders reported they exceeded the goals for 2019 and are working on goals for 2020.

Included in her report are two projects currently underway: (1) the library is a collection site for First Presbyterian Church Food pantry for the month of November, and (2) is accepting gently used footwear for homeless veterans as part of the Soles 4 Vets. In exchange Soles 4 Vets offered the sale of special emblem socks.

**Motion** by Runels, support Watson to offer the sale of socks from December 1 to January 15<sup>th</sup> as a one-time project. Motion Carried.

*Circulation Report:*

Sanders reported an increase in circulation.

*Report from Michigan Library Association Annual Conference:*

Sanders reported information from the Conference regarding financing construction projects and time frames for possible mileage requests. She also said there is a new Public Library Financial Management Guide available.

*Facilities Committee Report:*

Robbins said they will wait until the first of the year to recruit members from the community. Heriford said she would present that need to the Dimondale Home Culture Club.

*Community Engagement Committee Report:*

Wood, Gould, Watson and Chris Larson are members. Watson said three peer libraries were contacted and that some interesting information was obtained. A report will be submitted in December.

*Finance Committee Report:*

Sanders said they are looking into several things including computer repair and/or replacement.

### **Unfinished Business:**

They are still completing things for the Fire Code Compliance.

The Township Lease Agreement has been signed.

By-laws revision:

**Motion** by Runels, support Watson that the final draft of the Dorothy Hull Library-Windsor Charter Township **By-laws** be approved. Motion Carried.

An update of policies list was distributed.

### **New Business:**

**Motion** by Watson, support Kyler to adopt the proposed 2020 calendar. Motion Carried.

Discussion followed concerning the first reading of the proposed 2020 Proposed Budget which will be on the December agenda.

**Motion** by Watson, support Runels to adopt the **Reimbursement of Professional Development Expenses Policy**. Motion Carried.

**Motion** by Runels, support Kyler to adopt the **Children and Vulnerable Adults Visiting the Library Policy**. Motion Carried.

### **Public Comment:**

Heriford reported that one of the projects for the Dimondale Home Culture Club is to seek funding to build a gazebo on the island park.

### **Adjournment:**

**Motion** by Watson, support Runels that the meeting be adjourned. Motion Carried.

Adjournment: 6:57 p.m.

Respectfully submitted,

Inge M. Kyler

Secretary