

Dorothy Hull Library
Windsor Charter Township Library Board Minutes
September 19, 2019

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

Present: Robbins, Wood, Watson, Gould, Runels, Kyler, Sanders, Wagemaker

Public Comment: None

Minutes: Motion by Runels, support Watson to approve the August 8, 2019 minutes.
MOTION CARRIED.

Reports:

Financial Report:

Motion by Watson, support Gould that the financial report be accepted pending audit.
MOTION CARRIED.

Director's Report:

Sanders reported that she will be ordering the Ancestry.com kit as the price is reasonable.
The library booth at the Thursdays' Farmers Market has been successful with a number of people applying for library cards.
The library marketing on FB has proved successful with local businesses.

Circulation Report:

Circulation was down a little, probably due to school resuming.

Unfinished Business:

a. Facilities Committee report:

The Facilities Committee consists of Robbins, Kyler and Runels.

Motion by Wood, support Runels that the Facilities Committee strive to invite at least two community members to work with the Committee to assist in plans for a future building.
MOTION CARRIED.

b. Community Engagement Committee report:

1. Members of the above committee are Gould, Watson and Wood. Watson will serve as chair. The purpose of the committee is to build a relationship with the community. They will be searching for community members to be part of the committee.

2. Survey: Watson reported that online responses had not been included in the tabulation results. This will be remedied.

3. Township demographic profile. A handout of demographics was distributed.

c. Finance Committee:

Gould agreed to serve on this Committee. One of the purposes of the Committee is to study the cash reserve status.

- d. Fire code compliance update. Sanders said there are still a few things that need to be done but they are close to final compliance.
- e. Township lease agreement update: Sanders is working with the township supervisor on meeting the deadline of December 31.

6. New Business

- a. The Verso computer system upgrade has not yet been completed.
Motion by Wood, support Watson that Sanders receive the “confirmation by email” on the projected closing of September 27th for the above on the condition that the email be received in advance. MOTION CARRIED.
- b. Circulation policy revisions – Motion by Runels, support Robbins, that changes be made to the circulation policy reflecting that a late fee of \$1.00 a day be charged for DVDs and Blu-ray movies. MOTION CARRIED.
- c. Draft by-laws revision - “by the authority of Act 164 of 1877” should be inserted in the draft by-laws.
- d. The Draft Board and Trustee Code of Conduct policy was distributed for review.
- e. A Draft Trustee Code of Conduct policy was distributed and discussed. It was agreed to remove the third paragraph relating to orientation elements.
- f. A list of policies was distributed.

The Board discussed the future need for more hours and funding for same.

There was no public comment.

Adjournment:

Motion by Runels, support Gould that the meeting be adjourned. MOTION CARRIED.

Adjourned: 8:00 p.m.

Respectfully submitted,

Inge M. Kyler
Secretary

