

Dorothy Hull Library  
Windsor Charter Township  
Library Board Minutes  
May 18, 2017

Shirley Watson called the meeting to order at 6:00 p.m.  
Present: Watson, Wood, Robbins, Kyler, Snyder, and Director Sanders  
Excused - Hannasch  
Absent - 0

**Public Comment**

None

**Minutes**

Wood moved and Robbins seconded that the March minutes be approved. Motion Carried.

**Financial Reports**

Financial reports for March and April 2017 presented. Discussion on whether or not enough money has been budgeted to cover pension, an item that may need to be amended later. There also was a question regarding utilities.

**Motion** by Wood, seconded by Robbins to accept the financial report and to resolve the pension and utilities question at the next meeting. Motion Carried.

**Librarian Sanders' Report**

- (1) Circulation for April has increased.
- (2) Dimondale Days was a success. Watson suggested that next year perhaps the Board can help with it.
- (3) Sanders reported that Art Kyler has been helping with minor building repairs and other tasks.
- (4) Two story hour events for Tuesdays at 10 a.m. and Wednesdays at 6:30 p.m. will be offered on a trial basis for pre school children.
- (5) summer reading plans are being readied, with a possible "game night" for older children.
- (6) A MEL meeting is scheduled for Tuesday.
- (7) Regarding active library members, 757 cards show library activity out of a possible 1800 registered voters.

Motion by Wood, seconded by Snyder to include children in the library membership count as soon as a child is able to print his/her own name on a library card. Motion Carried.

(8) Sanders and Kathy will attend the Becoming a Dementia Library Workshop scheduled for June 23rd in Chicago.

Motion by Wood, seconded by Robbins to approve \$800 to cover the anticipated expenses. Motion Carried.

(9) Motion by Snyder, seconded by Wood to accept the \$647.03 quote by Connection for a desktop computer, plus the cost for setup. This includes keyboard and mouse. Motion Carried.

**Unfinished Business**

Sanders will prepare job descriptions for the July meeting.

The Computer Use Policy has been tabled for the July meeting to make it compatible with the Children Use Policy, changing the age of 14 to 11.

Motion by Robbins, seconded by Kyler to approve the Children in the Library Parental Consent Form. Motion Carried.

Motion by Robbins, seconded by Snyder to approve the amended Children and the Library Policy. Motion Carried.

Concerning policies it was determined that:

- (1) the Record Retention Policy needs review
- (2) Sanders will look into the Investment Policy Resolution
- (3) Sanders will work on the Collection Development Policy for July
- (4) Wood and Robbins will work on the Copyright/copy machine policy

Motion by Robbins, seconded by Snyder to accept the amended Bylaws. Motion Carried.

#### New Business

There was further discussion on the Investment Policy Resolution as to it's original creation and purpose.

Motion by Robbins, seconded by Snyder to adjourn, 7:40 p.m. Motion Carried.

Respectfully submitted,

Inge M. Kyler  
Secretary Pro Tem