

Dorothy Hull Library  
Windsor Charter Township  
Library Board Minutes  
March 15, 2018

Evie Hannasch called the meeting to order at 6:00 p.m.

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

Public Comment - None

Minutes:

**Motion** by Robbins, support Kyler to approve the January minutes. Motion Carried

**Motion** by Wood, support Robbins to approve the Library Board Special Meeting Minutes of February 7th with the correction of the spelling of Wood's name. Motion Carried

**Motion** by Robbins, support Kyler to approve the Library Board Special Meeting Minutes of March 1. Motion Carried

Presentation from Eaton County Great Start:

Nikki Selleck from RESA (Regional Educational Services Agency) stated that the Great Start program relates to early childhood development and is funded by grants. Basically the program is strength based and helps small children learn to socialize with other children. It offers home visitation for children up to age six, a newsletter "Early Childhood Chatter," and a large following on social media. The program encourages children to learn to read by offering free books through a "1,000 book program." It also offers free car seats. RESA also offers a Welcome Baby bag for new moms and "to-be" moms for babies up to six months old.

Financial Reports

**Motion** by Woods, support Robbins to approve the financial reports as presented. Motion Carried.

Librarian Report

1. A new computer has been ordered with money from Capital Outlay to replace an old one that died. Another might have to be replaced in time as it, too, is old.
2. A fall adult book club has been proposed for September/October/November. A Michigan author has offered help through Skype.
3. A new furnace has been installed in the Township office area. Next week a new furnace will be installed in the library area. The total cost is \$26,757.
4. April 9th has been targeted for the library survey which is to be held for one week.
5. \$200 has been received from the Erma Parsons estate. It has been suggested the money be used for the "Erma Parsons Homebound Program." Sanders will discuss security needs and cost with the library's insurance agent.
6. The LP section has been weeded. Discarded books will be donated to the Dimondale Nursing Center. They have indicated a willingness to coordinate efforts with the library for the proposed homebound program.
7. A thank you card was received and read from Kathy.
8. Discussion on a proposed baby changing station.
9. A company in Portage is looking at the possibility of a wireless handicapped door for the front entrance.
10. Discussion on the proposed logo for the library. The decision has been narrowed to two designs.

Unfinished Business

**Motion** by Robbins, support Kyler to adopt the **Social Security Number Privacy Policy**. Motion Carried.

Sanders was asked to research peer libraries regarding vacation and sick time policies especially concerning part time employees.

Sanders is working on the Record Retention Policy.

Discussion on the proposed community survey for action at the May meeting.

Wood will look into a proposed social media policy.

**Motion** by Kyler, support Wood that a one time grant of eleven hours of sick leave be granted to Cathy Daniels. Motion Carried.

**Motion** by Robbins, support Wood that the meeting be adjourned. Motion Carried.

Meeting Adjourned - 7:50 p.m.

Respectfully submitted  
Inge Kyler, Secretary Pro tem