

Dorothy Hull Library
Windsor Charter Township Library Board Minutes
August 8, 2019

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

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

Absent: 0

Public Comment: None

Minutes: Motion by Watson, support Wood to approve the July 17th meeting with the correction of “Flint water crises” to “Flint water crisis”. (Spelling). MOTION CARRIED.

Motion by Wood, support Watson to approve the July 22nd Executive Session minutes. MOTION CARRIED.

Motion by Watson, support Wood to open the July 22nd meeting which was inadvertently called an Executive Session. The correct label is a Special Meeting. MOTION CARRIED.

Trustee Resignation: Motion by Wood, support Watson to accept the resignation of trustee Evelyn Hannasch with regrets and to wish her well. MOTION CARRIED.

Trustee Appointments: Motion by Kyler, support Watson to appoint Carol Gould and Richard Runels as library board trustees. MOTION CARRIED.

Swearing in of new trustees:

Carol Gould and Richard Runels were given the oath of office by Township Clerk Lisa Ramsey.

Reports:

Financial Report:

Sanders explained to the new trustees that financial reports are prepared by the township. She stated that we are doing good as far as budget is concerned and that any donations that are received are used for library materials such as books, etc.

Motion by Watson, support Runels that the financial reports be accepted as presented pending audit. MOTION CARRIED.

Director's Report:

Sanders reported on the activities that have taken place which, to name a few, included story time, locked room events, Wednesday afternoon chess club, summer reading activities, etc. She listed the numerous activities performed by staff that included audiobook inventory, children's picture book inventory, high school composites transfer to archival albums, E-book records, newspaper columns and the social media business partner campaign, etc. Sanders also reported on the business support from the

community, community support involvement in general; and the extensive professional development which she and her staff participated in which culminated in certificates of achievement. The Board commended Sanders and staff for their achievements.

President Robbins explained to the new trustees that library training for trustees can be achieved over the Internet by various classes that are offered from time to time, and that all board members are encouraged to participate in them.

Circulation Report:

Sanders explained that the new teen area and improved children's area has resulted in increased interest and attendance, and that she and her staff have a good rapport with the area schools, as well.

Unfinished Business:

A. Architect report: None

B. Fire code compliance: The fire extinguisher and exit signs have been installed. The furnace room has been cleaned out and a shelf installed for supplies. Sanders said that per the agreement with the donor of the archival Dimondale News newspapers, the papers are to be kept in the library. However, due to lack of room, an arrangement has been made with the State of Michigan Library to store them until we are in our new facility. She said the township fire chief is happy with the progress performed.

C. Survey results: Wood and Watson presented their findings from the recent community survey. Watson said the response was about 3%. The findings will be discussed further at the next meeting. Wood presented a list of names which were suggested for future program leadership.

New Business:

a. Report from Research Institute for Public Libraries Training: Sanders reported that at the recent training she was to present a "problem, and that the problem she presented had to do with cash reserve—how much to keep, etc. She was advised to locate four peer libraries to determine how they handle such and said that this is something she and staff are already working on.

Another suggestion that was made at the training was that patrons be asked "how did you get here today?" (Bus, car, walk, bike....?).

Also at the training Sanders said that they were asked "how your library made a difference for someone." Sanders gave an example.

Runels questioned if a self-serve checkout is in the future planning. Sanders said we are close to being in the category to warrant such as it depends upon the census showing a population of 7,000.

There was discussion on developing a **five-year plan** for the library.

Motion by Wood, support Watson that developing a plan be tabled until January when we have more concrete information from the township on the new proposed structure. MOTION CARRIED.

b. Library closing August 24th. Sanders explained that the July date set for the computer updating did not work as planned.

Motion by Woods, support Runels that we change our calendar to reflect that the library will be closed August 24th for the computer system updating. MOTION CARRIED.

c. Township Lease Agreement. Sanders recommended that we renew the five-year lease agreement. Discussion.

Adjournment

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

Adjournment: 7:51 p.m.

Respectfully submitted,

Inge M. Kyler
Secretary