

Dorothy Hull Library
Windsor Charter Township
Library Board Meeting Minutes
October 10, 2019

Present: Robbins, Watson, Gould, Wood, Runels, Library Director Sanders, Assistant Director Wagemaker.

Excused: Kyler. Also present Township Supervisor Kern Slucter.

1. Call to order: Meeting called to order by Robbins at 6:00 PM
2. Public Comment: No public comment.
3. Appointment of secretary pro tem: Runels volunteered to act as secretary in absence of Kyler. Unanimous approval.
4. Approval of minutes: The minutes of the September 19 meeting were unavailable and will be presented at the November 21 meeting.
5. Reports:
 - a. Financial: Sanders reported budget is slightly over for assistant salaries due to special programming and the book budget is 90% consumed. Adjustments from other lines containing surplus will be presented in November for year end resolution. The Eaton Federal CD which matured in August was renewed. MOTION to accept pending audit by Watson, seconded by Gould, approved unanimously.
 - b. Director's Report: \$600 has been awarded by the Library of Michigan to allow Sanders and Wagemaker to attend the Michigan Library Association annual conference in Novi Oct 16-17.
 - c. Circulation: Wood asked for the total number of patrons of the library. Sanders will report at the November meeting.
 - d. Wood presented her report after attending the Library Marketing Workshop. Discussion followed and several salient points were brought out that will be helpful to the Community Engagement Committee. The Board thanks Wood for her attendance.
 - e. Facilities: Robbins is waiting on responses from several individuals approached to participate on this committee. No other activity to report.
 - f. Community Engagement: Sanders reported that more than 25,000 people have been reached through the Facebook **#dimondalebookpaings** book and business pairings. Sanders has sent an application to American Express for additional support of Small Business Saturday, November 30 and expects a response within 10 days.
 - g. Finance Committee: Gould reported unsuccessful recruit patrons for the committee. She will contact additional individuals that have been suggested.
6. Unfinished Business:
 - a. Fire Code Compliance: Sanders is waiting on the electrician to install the EXIT sign and the KNOX box to be placed. On the Township side, the refrigerator/microwave need to be relocated. The Fire Department will conduct another inspection and the Fire Chief will issue the certificate of occupancy. The furnace room is complete.
 - b. Township Lease Agreement: Sanders is working with Supervisor Slucter to complete a new lease addendum to present in November. The update will allow termination without penalty if the Library moves to new facilities.
7. New Business:
 - a. By Laws Revision: Discussion and additional changes to Articles I and V were suggested and discussed. Wood will present a final revision for approval at the November meeting.

- b. Board of Trustees Code of Conduct Policy: MOTION by Watson, second by Gould to accept the policy as presented. Approved unanimously.
 - c. Trustee Orientation Policy: MOTION by Watson, second by Gould to accept the policy as presented. Approved unanimously.
 - d. List of Policy Updates: Wood reported on the status of the Unattended Children and Vulnerable Adults policy and what portions could be merged into the existing Children and the Library policy. These policies as well as Travel and Conference Attendance will be available for November review. The Financial and Credit Card Policies will require additional procedural work.
- 8. Public Comment: Township Supervisor Slucter stated the Library has his full support to promote the Library in as many positive ways as possible. The Board thanks the Supervisor for his support.
 - 9. MOTION to adjourn: Made by Watson, seconded by Robbins, passed unanimously at 7:24 PM. Next scheduled meeting will be Thursday November 21 at 6:00 PM.

Submitted for approval

Richard J. Runels

Secretary Pro Tem