

Dorothy Hull Library  
Windsor Charter Township  
Library Board Meeting Minutes  
Thursday, January 9, 2020  
6:00 p.m.

1. President Richard Robbins called the meeting to order at 6:00 p.m. Present: Robbins, Watson, Gould, Wood, Runels, Kyler, and Librarians Sanders, Wagemaker.
2. Public comment: None
3. **Minutes:** Motion by Runels, support Gould to approve the December 12, 2019 minutes as presented. Motion carried 6-0.

**4. Reports:**

a. Financial Report: Sanders reported that the expenditure for the 2019 year was 97% of the budget. Motion by Watson, support Runels to approve the treasurer's report as submitted, pending audit. Motion carried 6-0.

b. Director's Report: Sanders said the expenditure for travel and tourism databases of \$400 has not been renewed due to lack of use. The money will be used for other library materials.

Around 190 pounds of food was collected for the food bank. \$150 was received as a donation from Gail Johnson .

c. Circulation Report: Sanders reported a decrease in audio books and an increase in ebooks, but that, all in all, circulation was good.

d. Committee Reports:

I. Facilities – Karen Cargill has agreed to serve on the Facilities Committee as a member of the community.

II. Community Engagement– Watson reported the following goals for the committee:

Objective: Develop and implement new ways and resources to expand the community's support for the Library while attracting new patrons and sustaining the interest of current patrons.

Specific Task: Expand membership of the Community Engagement Committee to include more community representation.

Specific Task: Inform Community of the survey results.

Specific Task: Develop and implement ways to communicate existing library services and operations to the community.

Specific Task: Work with library staff to develop ways to reach populations underutilizing library services.

Motion by Gould, support Wood to accept the goals for the Community Engagement Committee for 2020. Motion carried 6-0.

III. Finance – Motion by Wood, support Watson to authorize the committee to confer with PNC Bank for advice for the township treasurer regarding reinvestment following the maturing of the Public Memorial Fund certificate of deposit on January 28, 2020. Motion carried 6-0.

**Unfinished Business:**

a. Small and Rural Libraries Conference April 13-15 to be held at Grand Traverse Resort. Discussion followed. Sanders is a member of the conference committee and as such will attend at no cost to the library. She recommended that at least one other staff member and one trustee attend. Sanders will confer with her staff regarding the interest in the conference and will report back to the Board. Funding is available in our budget as well as via reimbursement from the Woodland Library Cooperative. Board members were receptive to their attendance at this training conference. If the entire staff is interested in attending the Board expressed support for closing the library for the three days of the conference. Gould expressed her interest in attending as a Board Member.

Sanders reported her staff is reviewing the possible discontinuation of late fines for overdue movies.

b. Director's evaluation – To be performed in Executive Session.

c. Goal setting for 2020 – Tabled until February. Watson will chair the February meeting in the excused absence of Robbins.

Motion by Wood, support Watson to close the public meeting. Motion carried 6-0.

The Board will go into Executive Session for personnel evaluations.

6:30 p.m.

Pause for Executive Session.

7:10 p.m. Motion by Wood, support Gould to resume the regular meeting. Woods withdrew her motion.

7:20 p.m. Motion by Wood, support Gould to resume the Public Meeting. Motion carried 6-0.

Motion by Watson support Wood that Sanders be granted a 3% increase in salary as appropriated in the budget and following a positive evaluation. Motion approved 6-0.

Motion by Wood, support Runels to adjourn the meeting. Motion carried. 6-0.

7:20 p.m. Meeting adjourned.

Respectfully submitted,

Inge M. Kyler  
Secretary

**Dorothy Hull Library  
Windsor Charter Township  
Library Board Meeting  
Thursday, January 9, 2020**

**Executive Session  
6:30 p.m.**

President Robbins called the meeting to order.

Members Present: Wood, Runels, Watson, Robbins, Kyler, Gould, Sanders and Wagemaker.

Evaluations were received as follows: (1 – does not meet expectations; 2- some work needed; 3 – meets expectations; 4 – exceeds expectations):

In summary, the Board gave Sanders 3.3 for meeting most expectations as outlined in goals. Under Board Relationships Sanders did well in updating the Board the goal of four days before meetings about issues affecting the library and operations. The Board noted that her load has been somewhat increased by the increase of meetings (monthly instead of every other month).

Sanders has been keeping the Board informed on the possible expansion of the library facility, including building plans, etc., which is sensitive material at this time until the Township advises the Board what they plan to do. Sanders has been diligent in providing recommendations regarding any issues the Board needs to address and has been immediately advising the Board President and Board on matters that need attention.

Regarding Facility Development, again the Board has been unable to form any definite plans due to a change in Township progress on land acquisition.

Under Professional Development, Sanders has been excelling in participating in professional development for herself as well as her staff.

Under Library Operations Sanders has done an excellent job of broadening and updating collections, showcasing new additions to the library to patrons and ensuring that all are easily accessible.

Sanders has shown excellent leadership in providing programs for both adult and child patrons while considering the budget, etc.

Sanders has provided a list of “specific duties” for library operations and has been successful in reaching the goal of showcasing the library and communicating our presence which include areas such as Facebook and the Website.

It was mentioned that the goal for providing copies of published articles to Board members maybe reached by putting the articles on the Website or Facebook.

Sanders has excelled in working with the community through various groups, building relationships and forming partnerships between the community and the library.

The goal for offering surveys to the community has been successfully completed. The Board now needs to find ways to provide that information to the community.

All in all, the Board has been well pleased with Sanders' leadership and is pleased to offer her a 3% increase in salary.

#### Library Goals for 2019:

Most of the goals, such as improving library facilities, revolved around the assumption made earlier in 2019, that the Township would be building a new facility to be completed in 2020. Due to a change in Township leadership, and the need to acquire appropriate property, the goals surrounding that assumption have had to be set aside until a determination has been reached.

The goal regarding improving library technology has been reached through the funding for updating and maintaining technology.

Under Increasing Community Awareness, an Ad Hoc Committee comprised of three board members and one community member, has been formed and is diligently working towards meeting that goal. Also, a community survey has been completed and studied.

The goals for developing a financial plan with the library director is currently still in progress. Sanders has been successful in providing many new programs for the community throughout the year. The financial plan is "on hold" due to the uncertainty in the Township's plans for replacement of current facilities.

The overall rating for Library Goals was 2.5 with the comment that the goals might have been too lofty and yet were admirable in expectations.

Note: A copy of the January 10<sup>th</sup> report of the Library Director's goals and the library goals will be kept as part of the permanent record for January 10, 2020.

Motion by Wood, support Gould that the Executive Session be closed. Motion Carried.  
7:20 p.m.

Respectfully submitted,

Inge M. Kyler  
Secretary