

Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
November 19, 2020

Due to the COVID-19 Pandemic restrictions, the following meeting was conducted via Zoom;

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

President Robbins called the meeting to order 6:02 p.m.

Public Comment: None

Minutes: Motion by Runels, support Watson to approve the minutes of October 8 after correcting the date of the meeting from the 10th to the 8th, 2020 and changing “addendum” to “amendment” under Unfinished Business. Motion Carried. 6-0

Reports:

a. Financial Report: A budget amendment will be prepared for the the next meeting to make end-of-year adjustments. It was noted that the bottom-line change in fund equity is lower than budgeted.

Motion by Runels, support Watson to accept the Financial Report pending audit. Motion Carried 6-0.

b. Circulation Report: Sanders reported that with the large increase in reference questions the second phone line is much appreciated. Circulation was up except for children’s books due to not having story hour. Sanders said a virtual story hour is being planned. Regarding programs, one on suicide was suggested. Sanders said she may query a local mental health group for assistance in that area. A large increase was noted in WiFi sessions.

c. Director’s Report: Staff training is mostly free and being performed virtually. Story Walk was a success along with future suggestions for location and possibly including poetry.

Unfinished Business:

a. Lending of mobile hotspots. Sanders said funding for same has been included in the 2021 budget under Communications.

New Business:

a. Board Officers

Election of Board officers was as follows:

Motion by Runels, support Wood to elect Shirley Watson president for 2021.

Motion carried 6-0.

Motion by Watson, support Gould to elect Richard Runels vice president for 2021. Motion carried 6-0.

Motion by Runels, support Watson to elect Inge Kyler secretary for 2021.

Motion carried 6-0.

b. 2021 Budget

With library funding lower than necessary, there was discussion for a millage election possibly in 2022 during the primary. Discussion on the Township's plan to establish a committee on library funding. Further discussion on the budget, which includes minimal adjustments from this year.

Motion by Wood, support Runels that the Proposed 2021 Budget be accepted as presented.

Motion Carried 6-0.

c. Library Hours for 2021. Sanders said that patrons have not been coming during evening hours.

Motion by Runels, support Watson that the following hours be adopted for 2021:

Monday - Friday - 10 a.m. to 6 p.m.; Saturday - 10 a.m. to 2 p.m. Motion Carried 6-0.

d. 2021 Calendar -

Motion by Watson, support Wood that the following 2021 holidays be approved:

January 1 - New Year; January 18 - Martin Luther king, Jr.; February 15 - Presidents Day; May 31 - Memorial Day; July 3 & 5 - Independence Day; September 6 - Labor Day; November 11 – Veterans Day; November 25 and 26 - Thanksgiving Day; December 24-25 Christmas; December 31 - New Year. These follow the Township with modifications for Saturday hours.

Motion Carried 6-0

Public Comment: None

Adjournment:

Motion by Runels, support Wood that the meeting be adjourned. Motion Carried 6-0. 6:55 p.m.

Respectfully submitted,

Inge M. Kyler
Secretary