

Dorothy Hull Library  
Windsor Charter Township  
Library Board Minutes  
December 16, 2021

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

President Watson called the meeting to order 6:30 p.m.

**Public Comment:** None

**Minutes:** Motion by Runels, support Gould to approve the November 18th, 2021 minutes correcting the attendance to include Gould, and correcting several minor typos. Motion Carried 6-0

**Reports:**

Financial Reports:

Motion by Wood, support Gould to approve the November Financial Reports pending audit.  
Motion carried 6-0.

**Old Business:**

a. Personnel Policy revision: Discussion. Sanders advised procuring legal advice to review several areas. Motion by Runels, support Robbins to table the Personnel Policy revision until the January meeting. Motion carried 6-0.

b. Health Emergency Policy revision: Discussion regarding wording regarding medication, Epi-pen, and emergencies of long duration. The final draft will be available at the next meeting.

c. Sales of Goods and Services Policy:

Discussion regarding the deletion of "and/or citizens in need," the following sentence, as well as changing the wording in the next to last paragraph regarding "in the event a request is not approved it can be appealed to the Board." Motion by Gould, support Wood to table the Sales of Goods and Services Policy until the January meeting. Motion carried 6-0. Sanders advised that this policy, also, should be referred to legal counsel.

d. 2022 Budget. Discussion regarding a newsletter to the public reflecting library hours and programs affected by the 2022 budget and also facts and figures to support the board's decision. The township did not include the text approved by the board at the November meeting in their annual newsletter. Motion by Runels, support Robbins to table this matter until a millage plan is created.  
Motion carried 6-0.

e. Sanders will contact Shirley Bruursema in Grand Rapids to arrange an information session concerning library millage.

f. Penguin Random House Grant application. Sanders said we were unable to meet the December deadline, but will continue working towards the February deadline.

**New Business:**

a. Staff Evaluations for 2021. Reports for four employees were received.

b. 2021 Budget amendments:

Motion by Runels, support Gould to approve the budget amendments transferring \$180 from Capital Outlay to Utilities, \$1600 from Woodlands Reimbursable Services to Library Assistant (Salaries); \$1000 from Repairs and Maintenance to Library Assistant (Salaries); \$700 from Programming to Library Assistant (Salaries); and \$300 from Capital Outlay to Library Assistant (Salaries) Motion Carried 6-0.

c. 2022 Calendar:

Motion Gould, support Robbins to accept the 2022 calendar reflecting that the library will be closed for Veterans Day and Thanksgiving. Motion carried 6-0.

d. Director and library goals/evaluations preparation. Watson asked members to give reasons for each selection of the evaluations.

**7. Information, Announcements, etc.:**

a. Library Director's report:

Beginning in 2022 the library hours will be 10 a.m. to 6 p.m. Tuesday through Friday. The vendor has agreed to subsidize cost for the calendar software for one year in view of the subsidies received from the Library of Michigan, so this subscription will not be cancelled. The University of Michigan has not yet responded in remitting Wagemaker's in-pocket cost of \$500 for the mini free library she installed last fall by the library entrance.

b. Circulation report: Sanders said she is pleased with the November activity and that we have almost matched the record for 2019.

c. Committee reports:

(a) Community Engagement Committee. They are done meeting for this year.

(b) Finance Committee: No report.

(c) Fund Raising Committee: They will meet in January. Runels mentioned having a Giving Tree and will report on this further at the next meeting.

**8. Communications:**

Information was received from the Library of Michigan regarding national, state and local increases in book challenges. Sanders reported on a concern relating from a recent caller.

A letter was received from Cathy Daniels expressing thanks for the recent wage increase.

**9. Public Comment:** None

**10. Adjournment:**

Motion by Runels, support Robbins to adjourn. Motion carried 6-0.

Adjournment: 8:30 p.m.

Respectfully submitted,

Inge M. Kyler