

**Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
February 11, 2021**

Due to the COVID Pandemic restrictions, the following meeting was conducted via Zoom.

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

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

Public Comment: None

Minutes: Motion by Runels, support Gould to approve the January 28, 2021 minutes. Motion Carried 5-0.

Motion by Gould, support Wood to approve the January 28, 2021 executive session minutes. Motion Carried 5-0.

Amending the Agenda: Motion by Gould, support Runels to amend the agenda by adding the following items under Unfinished Business: (e) Approve the 2021 Director's Goals (f) Library Goals for 2020. Motion Carried 5-0.

Reports:

a. Financial Reports: Kyler questioned the \$995.42 under Repairs and Maintenance on the Treasurer's Report. Sanders said it was an error since the Revenue and Expenditure Report showed \$19.00 for the same period, and would ask the township staff to clarify and correct accordingly. Motion by Gould, support Kyler to accept the January financial report, with the above correction, and pending audit. Motion Carried. 5-0

b. Circulation Report: In January 39 should be added in Database Use for Ancestry.

c. Director's Report: Sanders reported that Virtual PALs Beginning Reader Read to a Dog has been a big success. A flyer on the program is being prepared for school distribution. An upcoming "Protect yourself online" Zoom Feb. 16th presentation was included in board packets, which was co-sponsored by several Eaton County libraries and coordinated by the Charlotte Area Library. Discussion regarding if we could partner with other organizations for some of our programs but we are limited to other libraries and schools. Sanders clarified that when she is working with outside individuals, such as recently with professional credit union personnel, she is careful to adhere to COVID restrictions.

d. Funding Report: Sanders said the budget looked all right for now and we might not have to use a cd until early fall or late summer. \$1,000 was received from the University of Michigan leadership program for the new laptop. The word "proposed" should be deleted from the 2021 budget sheet.

Unfinished Business:

(a) Discussion regarding the list of policies and resolutions: Everyone seems to have a different set in their folders, some not up-to-date. A couple policies need to be written. The schedule for the policy on by-laws needs to be reviewed. The investment policy should be listed as a resolution, not policy. The children and the library policy should be changed to Children and Vulnerable Adults policy. Wood and Sanders will prepare a new list, while members are advised to study their notebook policies for final approved copies and advise what ones may be missing.

(b) Corrected COVID-19 Policy: Gould said she found typographical errors. It was suggested everyone read over the policy and advise Sanders of needed corrections.

(c) 2021 Budget: This was discussed earlier under Funding Report.

(d) Township website links: Wagemaker discussed the website with the township and was assured an easy access to the library link would be provided. She also presented a sheet on "how to access the township library catalogue." This was much appreciated.

Note: We were told that COVID restrictions would remain in place at least until March 31.

(e) Director's 2021 Goals: Motion by Runels, support Kyler that the 2021 Goals for the Director be approved. Motion Carried 5-0.

New Business:

(a) Library Goals for 2020: Wood presented a tally sheet on the grading results. Many goals had not been reached. Discussion on whether COVID affected this effort or not. It was discussed that many things could not be done due to COVID because of the uncertainty of everything and the many restrictions, but in spite of it all, some things were accomplished. Wood stated that a three-year plan for the library should be a priority for 2021. Kyler expressed that, under the circumstances, members and staff should be applauded for the things that were done despite the trying conditions.

(b) Library Goals for 2021: Committee membership was discussed as follows: 1. Finance Committee – Runels, Robbins, Gould. 2. Community Engagement – Wood, Watson, Gould. Several community candidates were discussed. The possibility of a Zoom meeting was discussed. The third committee, Facilities, was not discussed. Outside committee participation will be pursued. Sanders acts as an ex-officio member of these committees.

Motion by Kyler, support Gould to approve the 2021 Library Goals. Motion Carried 5-0.

(c) Review of By-laws. Errors were discovered in the numbering of Articles and meeting times. Runels volunteered to complete a thorough review of the By-laws, with a draft for any suggested changes in March.

Discussion regarding the Library of Michigan Trustee Manual. Sanders said the latest one is not being printed but can be accessed on line. She will provide a paper copy for members requesting one. Runels and Kyler asked for paper copies.

Public Comment: None

Watson thanked Sanders and her staff for all they have been doing under unusual conditions.

Motion by Runels, support Gould that the meeting be adjourned. Motion carried 5-0.

Adjournment: 7:43 p.m.

Respectfully submitted,

Inge M. Kyler, Secretary