

Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
January 28, 2021

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

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

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

Amending the Agenda: Gould moved, support Watson to amend the agenda by adding the following under New Business: (1) Discussion of the website (2) ownership of library building (3) Review of policies (4) review of bylaws. Motion Carried.

Public Comment: None

Minutes: Motion by Gould, support Robbins to approve the minutes of December 10, 2020. Motion Carried 5-0.

Motion by Wood, support Robbins to approve the minutes of December 23, 2020. Motion Carried 5-0.

Runels arrived 6:13 p.m.

Reports:

a. Financial Report: Motion by Kyler, support Robbins to approve the financial reports of November and December pending audit. Motion Carried 6-0.

b. Circulation Report: Due to the pandemic, numbers were low except in the areas of WiFi, reference, e-books and Ancestry. We exceeded other libraries in the area of ebooks. Sanders said we are No. 5 in use of Ancestry in our co-op which is very good. Runels asked if funding had been cut back in the purchase of movies. Sanders said many fewer movies have been released due to the pandemic and more people are using streaming instead of dvd's. Wood suggested looking for suitable movie material for teens and children.

c. Director's Report: Gould asked if Sanders could highlight or somehow designate areas which are recent, in her report. Sanders said several MSU Federal Credit Union employees, who she has been assisting by proctoring professional certification exams, have offered to help with free programming on financial topics, including for teens.

d. Funding Report: Sanders said a copy of the infographic annual highlights report has been given to the Township Board. A question arose regarding the annual budget as approved. Sanders will email same to library board members.

New Business:

(1) Discussion of policies. Robbins will compile an up-to-date list of approved policies for the February meeting.

(2) COVID-19 Response Policy Changes:

Motion by Robbins, support Kyler to approve the COVID-19 Response Policy with the date change of March 31 in the last paragraph. Motion Carried. It was noted that the policy contained several typo errors. Sanders will proof read it and send members new copies. Motion carried 6-0.

(3) Bylaws – Runels volunteered to review the bylaws and report back to the Board in March.

(4) Website discussion – Sanders said contractors maintain the Township’s website. It was suggested that the Township be queried per addition of additional website links to the library. Wagemaker will talk with the Township on that possible inclusion and report back to the Board in February.

Discussion followed on how to access on the computer what library materials are available. Sanders and Wagemaker will prepare a “how to” sheet for board members and the public.

(5) Township building ownership. Sanders said it is owned by the Library. A copy of the deed and other paperwork is available in her office. Paperwork involves enabling legislation, the election that created the establishment, and the deed. The Township owns the back lot while the Library owns the front lot. It was decided the Library chair should have a copy for her records.

Library Board Meetings – Wagemaker will compile an annual list of board meetings. The next meeting is February 11th.

7:02 p.m. Motion by Runels, support Gould to go into Executive Session for the purpose of the Director’s annual evaluation. Motion Carried 6-0.

7:10 p.m. Motion by Wood, support Gould to close the Executive Session and return to the regular meeting. Motion Carried 6-0.

Salary Increase for Director:

Motion by Runels, support Kyler that, based on the favorable annual evaluation, a 3% increase in salary be granted to Sanders. Motion Carried 6-0.

Sanders reported that a gift of \$250 was received from a patron. A letter will be sent in appreciation.

Adjournment -

Motion by Runels, support Gould that the meeting be adjourned. Motion Carried 6-0.

7:20 p.m.

Respectfully submitted,

Inge M. Kyler
Secretary