

Dorothy Hull Library
Windsor Charter Township
Board Meeting
Thursday, June 10, 2021

Minutes

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

Absent: None

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

Public Comment: None

Agenda Amendment: Motion by Wood, support Gould to add discussion of the May minutes to Old Business. Motion Carried.

Minutes: Motion by Runels, support Gould to approve the May 13, 2021 minutes. Motion Carried 6-0.

Reports:

a. Financial Reports: Two CD's, #6271 and #0314 mature in July. The Finance Committee will need to provide a recommendation to the Board at the July meeting in order to provide direction to the Township treasurer on how to reinvest these funds and for how long. Motion by Runels, support Kyler to approve the May financial reports pending audit. Motion carried 6-0.

Old business:

a. Review updated COVID-19 Response and Re-Opening Plan: Discussion on the different phases and whether the policy should be reviewed by the township or library attorney.

Sanders again strongly recommended that our policies be reviewed by an attorney specializing in library law before re-opening and presented a list of possible firms and attorneys. Further discussion on possible problems which, should any arise, be referred to the Board.

Further discussion. Staff will need time to make arrangements and to update the computers since they have not been used for sixteen months. Sanders presented signage that will be used as the Library moves to Phase 4.

Motion Wood, support Gould move the Library to Phase 4 with a soft opening for the library on June 14th with the public opening June 21st, using the current draft of the COVID-19 Policy as discussed. Motion Carried 6-0.

b. Review updated Personnel Policy: The language in Emergency Closings should reflect that paid hours may be reviewed depending on the length of the emergency.

The words "for highly communicable diseases" under the heading for Safety Protocols should be added to the policy. It was suggested that an "Employees Only" sign be placed on the door between the library and township as there has been a problem with patrons walking back and forth from the Township Office.

The next revision of the policy will be on the agenda for July.

c. Follow-up on May minutes: (1) Sanders stated that the teen scavenger began June 1 and runs until July 31. (2) the alternatives to the public drinking fountain have not been investigated. (3) She was unable to find a local installer for the handicap door system by the deadline date for the Par Plan grant and will continue to work on this project for the October grant cycle. (4) The use of hotspots changes from day to day.

New Business:

a. Township and Library joint committee report. Topics recommended for discussion included the fact that hours, activities, and public exposure have all increased while penal fines have significantly decreased and township contributions have not increased. There was also concern with possible future building plans and the need to work closely with the township while establishing a three to five-year financial plan. Watson, Runels and Robbins are on the committee that will be working with the township.

b. Scheduling staff following re-opening. The board had previously addressed the decision to have two staff on duty at all times due to health and safety concerns.

Due to a staff member having serious health issues, the need for another person may arise. Prospective candidates should have a positive customer service attitude and be detail oriented. Sanders will confirm with the township that no extra costs might arise if an additional employee is hired.

Information, Announcements, etc.

a. Library Director's report: (1) A plumbing repair necessitated a \$375 expense. (2) Wood and Gould planted the beautiful flowers out front. (3) An in-service presentation from Kate Andrade from the Co-Op is being scheduled for board members. (4) Wagemaker ordered supplies, out of her own pocket, to create the Little Free Library planned for out front to replace the in-library free carts. Negotiations with The University of Michigan continue regarding funding this project though the Next Level Leadership program Wagemaker is enrolled in.

b. Circulation Report: Received.

c. Committee Reports: Wood reported that a lot of good suggestions were made during the recent Community Extension Committee meeting.

Communications: (1) Thank you notes were received from several library patrons. (2) A report from the Public Library Association was received comparing our response to a recent library technology survey to that of other libraries of our size. (3) Board members were encouraged to respond in support of the ALA American Library Association regarding the Build America's Libraries Act addressing library infrastructure funding.

Public Comment: None

Adjournment: Motion by Runels, support Robbins that the meeting be adjourned. Motion Carried 6-0. 7:20 p.m.

Respectfully submitted,

Inge M. Kyler

Secretary