

Dorothy Hull Library  
Windsor Charter Township  
Board Meeting  
Thursday, July 8, 2021

Minutes

Present: Watson, Runels, Robbins, Gould, Kyler, Sanders, Wagemaker  
Excused Absence: Wood  
Vice President Runels called the meeting to order 6:00 p.m.

**Public Comment:** None

**Minutes:** Motion by Watson, support Gould to approve the June 10<sup>th</sup>, 2021 minutes.  
Motion Carried 5-0.

**Reports:**

a. Financial Reports: Motion by Watson support Robbins to approve the June financial reports pending audit. Motion Carried 5-0.

**Old Business:**

a. COVID-19 Response and Re-Opening Plan: Motion by Kyler, support Robbins to approve the amended COVID-19 Response and Re-Opening Plan. Motion Carried 5-0.

b. Updated Personnel Policy: Motion by Watson, support Robbins to approve the updated Personnel Policy. Motion Carried 5-0.

**New Business:**

a. ARPA Grant Proposal. Sanders said the intent would be to partner with the Village of Dimondale to purchase and install 4 solar powered, WIFI-enabled charging benches in Dimondale. The Village would bear ongoing costs of the four hotspots and data plans and provide appropriate footings to secure each bench. Discussion. This is a reimbursement grant with no matching funds required.

Motion by Watson, support Robbins to authorize the Director to submit the Grant proposal as presented. Motion Carried 5-0.

b. Home and Culture Club request. The request was referred back to the Director for her discretion.

c. Millage Discussion. Not discussed due to the necessity of a citizen's committee to move forward.

**Information, Announcements, Etc.**

a. Library Director's report: (1) A list of staff duties was presented. There was discussion on the possibility of seeking someone to perform cleaning functions. (2) Sanders reported that a correctional facility in Oklahoma has offered as a job skill development

the OCI Yearbook Project to digitize high school yearbooks at no cost. She has sent out 15 yearbooks from the years 1929 to 1963. (3) the State Aid check has been received. (4) There still is some difficulty with the computers. It might be a software problem. (5) Wagemaker has completed the Free Book Library to be installed near the library front entrance. (6) Staffing: Wendy Guilfoyle has been hired to work the hours that Cathy Daniels is reducing. Another staff member has indicated she will retire in the fall. Sanders reported that a long-term patron has expressed interest in the position.

b. Circulation Report: An increase in circulation was noted.

c. Committee Reports:

(1) Community Engagement: Watson said the Library's participation in the Dimondale Parade on July 5<sup>th</sup> was well received and thanked everyone for their efforts. The committee is beginning plans for the library's 70<sup>th</sup> celebration. The next committee meeting is July 22<sup>nd</sup>.

(2) Finance Committee: Motion by Gould, support Watson to approve the committee's recommendations for three CD's that are up for renewal. Motion Carried 5-0. CD 0314 – Memorial – renewed for the best rate for 24 months. CD 6271 – Place \$52,000 in savings and divide remaining into thirds, reinvest 1/3 at 18 months and 1/3 for 24 months (at best available rates), and final 1/3 into savings in order to have on hand for the ARPA Grant application. If the ARPA Grant application is denied, reinvest at 6 months at best available rate. If the ARPA application is successful, reinvest funds upon reimbursement for 6 months at best available rate.

(3) Township and Library Joint Committee: Robbins reported on the substance of information to be provided to the Township Board regarding library funding and operations at their meeting on July 19.

**Communications:** A monetary gift designated for a "lasting nature for the kids" was received with much appreciation.

**Public Comment:** None

**Adjournment:** Motion by Watson, support Gould that the meeting be adjourned. Motion Carried 5-0.

7:00 p.m.

Respectfully submitted,

Inge M. Kyler