

Dorothy Hull Library
Windsor Charter Township
Board Meeting Thursday, November 18, 2021

Minutes

Present: Watson, Runels, Gould, Robbins, Wood, Kyler, Sanders, Wagemaker
President Watson called the meeting to order 6:30 p.m.

Public Comment: None

Addition to the Agenda: Motion by Runels, support Gould to add the following to the agenda under Old Business: (1) Millage Discussion (2) Health Emergency Policy (3) Evaluation/Goals. Motion Carried 6-0

Minutes: Motion by Robbins, support Gould to approve the October 14th minutes with the amendment “pending audit” in the Financial Reports motion. Motion Carried 6-0

Reports:

a. Financial Reports: Motion by Runels, support Gould to approve the October Financial Reports pending audit. Motion Carried 6-0.

Old business:

a. ARPA Grant Proposal: The grant was not supported due to our ranking and limits on available funding. Of the ranking criteria, the only measure we did not meet was broadband availability. We are planning to resubmit in a different round in the spring.

b. Personnel Policy Revision: Two different drafts—one by Sanders and one by Wood have been submitted for review. The Personnel Committee will review both and bring a single draft back for reconsideration in December.

c. 2022 Budget Discussion: Due to monetary concerns, a list of budget reductions was submitted including closing the library Saturdays and Mondays, not replacing retiring and relocating staff, and reducing the purchase of library materials in general by 35%.

A article listing budget/hours reductions will be submitted to the township for their annual newsletter, which is included with tax receipts from the township.

After discussion, to support remaining staff the following motions were made:

Motion by Watson, support Runels to increase the wages for Sanders and Wagemaker 3% for 2022. Motion Carried 6-0.

Motion by Runels, support Robbins to approve \$14 an hour for part-time employees. Motion Carried 6-0.

Motion by Kyler, support Wood to approve the proposed 2022 budget with the addition of \$5,000 for professional fees. Motion Carried 6-0. Sanders will provide a finalized copy of the 2022 Budget.

d. Millage; Sanders will contact Shirley A. Bruursema in Grand Rapids regarding an information session (either in person or via Zoom) for instruction on the “how to’s” for a library millage.

New Business:

a. Penguin Random House grants for small and rural libraries. Sanders is working on the application.

b. Sanders is still waiting for information regarding the front door handicap access.

- c. The Health Emergency Policy has been tabled until the next meeting.
- d. Goals/Evaluations – Board members were asked to submit their ratings/evaluations by December 20th regarding 2021 goals for the library director. Numbered evaluations (1,2,3,4) should be submitted along with reasons for the selections.
Library goals will be reviewed after the first of the year.

Directors report:

- a. Shellie Daniels is relocating from the area. Her last day will be December 30.
- b. Vacation days for Sanders and Wagemaker that cannot be taken will need to be paid this year. Five days are owed Wagemaker and three to Sanders.
- c. Trustee training through the State of Michigan will be offered in December.
- d. Application has been made for two kits from the Library Network for outdoor programming which includes a speaker system and canopy, and online programming which includes a laptop, digital camera, microphone, green screen.
- e. A library millage could appear on either the August 2 primary or the November 8 General election.
- f. The building lease to the Township was discussed.
- g. The library has been notified by the Fire Marshal that the door between the township and library is in violation of the fire code if closed. If closed, the door needs to open into the township instead of the library, needs a crash bar, and there should be a lighted exit sign above the door. Discussion. If the door remains closed, the library would suffer significant fines and/or forced closure. For the time being the door will remain open. Sanders is working with the Fire Marshall to achieve resolution.

Circulation report: The report was received. The highest percentage of turnover, Sanders reported, remains Wifi hotspots.

Committee reports:

- a. Community engagement report: None at this time.
- b. Finance committee report: No report.
- c. Fund raising committee report: The committee is in the process of drafting letters to query sponsors for various projects. They are also in the process of preparing committee goals.

Communications:

- a. A Proclamation was received from Angela Witwer, State Representative, acknowledging the library's 70th birthday.
- b. Information regarding the Eaton Rapids Library millage campaign is on file for anyone's review.
- c. Budget amendments and the calendar for 2022 will be discussed at the next meeting.

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

Adjournment: 8:00 p.m.

Respectfully submitted,

Inge M. Kyler
Secretary