

Dorothy Hull Library Windsor Charter Township  
Library Board Minutes  
December 8, 2022

Present: Gould, Meade, Reznick, Runels, Sanders, Tardino, Watson

Also present: Gloria Sabourin, Becky Wagemaker, Denise Parisian. Jamie Wegryn-Jones

Excused Absence: none

Call to Order: President Runels called the meeting to order at 6:00 pm

Public Comment: None

Minutes: Motion by Watson, support Gould to approve the November 10, 2022, minutes as presented. Motion Carried 6-0.

Financial reports: October financial reports discussed. Motion by Watson, support Gould to approve as presented pending audit. Motion carried 6-0. 2022 budget amendments discussed. Motion by Tardino support Reznick to hold a special meeting on December 15th at 5pm to review and finalize 2022 amendments. Motion carried 6-0. Library has an investment CD that is maturing next week. Motion by Reznick, support Tardino to re-invest funds for 150 days at 4%. Roll call vote. Motion carried 6-0.

#### Old Business

Millage Discussion: Report from Chair, Gloria Sabourin, CDHWTL: Reported that the committee met on Tuesday, November 29th. Working on survey and FAQ document. Working on tasks and timelines to meet May ballot. Next meeting December 13, 2022, at 4 pm at Presbyterian Church. In need of finance report from Maner Costerisan to determine amount of final ballot request.

Report on Maner Costerisan financial analysis: Report is expected by the end of the year. Hoping for a report to the Board in January.

Library Services and Technology Act Grant: Denis Prisk, Village Manager, has been updated and project will move forward in January. Sanders spoke to Mike Kern of Total Local in Eaton Rapids regarding graphic design services. Flat rate is \$700 for design and copyrights. Board asked to consider purchasing if a balance is left in budget. Tabled to later meeting.

Eaton Rapids Area District Library Outreach: Reznick, Gould, and Sanders met with ER staff leadership and some board members on November 16th @ 5pm at DHL. It was a positive congenial meeting, and they are open to continue conversation as needed.

#### New Business

Watson shared her thoughts on the management of the resignation letter from Jackie Wood. Watson takes full responsibility for decisions made regarding the handling of the letter and states that Sanders has no responsibility in the matter.

Request from Library Director: Sanders submitted a letter for review and consideration. Motion by Reznick, support Tardino to refer issue to HR Committee. Will be reported to Board in January.

Random Penguin House Grants to Small and Rural Libraries: Opportunity for funding to purchase books up to \$1,000. Request requires applicant to provide a list of what is to be purchased. Library staff developed a list on purchases to complete specific nonfiction book series for the target audience grades 3rd – 6th. Application has been submitted with award notifications expected in February 2023.

Approval of 2023 Holidays: Motion by Runels, support Gould to approve holidays as presented. Motion carries 6-0.

Approval of 2023 Meeting Dates: Motion by Runels, support Gould to move board meetings to the third Thursday of each month. Adjustment allows more time for Township to complete finance reports. Motion carries 6-0.

Board Officer Elections for 2023-2024 (President, Vice President and Secretary): Runels would like to step back as President. Nominations opened. Nomination for Reznick to serve as President. Nomination for Meade to serve as Vice President. Nomination for Runels to serve as Secretary. Motion by Runels, support Tardino to accept slate of officers. Motion carries 6-0.

Information, Announcements, etc.

Library Directors Report: Provided in meeting packet.

Circulation Report: Provided in packet. On target to be near 2019 (pre -COVID) numbers.

Committee reports:

Finance Committee: Report provided by Chair Tardino. Details presented in packet. Go Fund Me account to offset the anticipated \$8,000 - \$15,000 2023 ballot cost. Tabled for more discussion in Finance Committee. Amazon account to collect donations discussed. Tabled for more discussion in Finance Committee.

Strategic Planning Committee: No updates. Meade to provide a brief written report at January meeting

Human Resources Committee: Committee met on November 14<sup>th</sup>;

Library Director's job description: Information on the Library of Michigan certifications and Michigan Public Library Class Size Requirements of State Aid provided in packets. Proposal: To add the following qualification text to the currently approved position description in accordance with the Library of Michigan class 3 library requirements. Motion by Reznick, support Gould to accept proposed changes. Motion carries 5 -1.

Operating hours: Discussion on current operating hours. Sanders share her perspective on how and why the hours were set. Operating hours was identified in the phase one strategic planning survey as a weakness an opportunity. Referred back to HR Committee for future decisions.

Library Director 2022 evaluation process: Reznick will be sending a requestion through email on 12/9 for all board members to score and comment on annual goals. A deadline of January 13th will allow time to compile feedback for review and discussion by the January Board meeting.

Communications: Received a memorial gift honoring Mike Stacey for \$50. Sanders will send usual acknowledgements to donor and to Mike's widow Carole Stacey. Dimondale High School letter sweaters donated by Joan Wight are on display temporarily in the library collections area. Mrs. Wight also donated funds for the shadow box frames.

Public Comment: Wegryn-Jones asked about the benches and the requirement to add a library logo at time of installation. Sanders responded "Yes, preferably". Wegryn-Jones asked about resignation letter - Was Jackie aware that the long version would be public record. Yes. Did she expect the new letter to go to Township. Wegryn-Jones asked about the library hours - Do we know what services people are missing by limiting hours? Response: not in detail from the public yet but this information may be gleaned by Yes Committee during their public engagement portion of their campaign.

Adjournment: Motion by Watson, support by Gould to adjourn at 7:18pm. Motion carries 6 -0

Respectfully,

Lynda Meade

Board Secretary