

Dorothy Hull Library  
Windsor Township  
Library Board Minutes  
February 22, 2022

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

President Watson called the meeting to order 6:05 p.m.

**Public Comment:** None

Adjusting the Agenda: Motion by Wood, support Kyler remove the Library Director Goals for 2022 item until a full Board is available. Motion Carried.

**Minutes:** Motion by Gould, support Watson to approve the January 13, 2022 minutes with the correction of Watson, not Watkins in (3) Committee Reports. Motion Carried

Motion by Gould, support Watson to approve the January 13, 2022 Executive Session minutes. Motion Carried.

**Financial Reports:** Motion by Gould, support Wood to approve the January Financial Reports pending audit. Motion Carried.

**Old Business:**

a. Personnel Policy Revision. Under "length of service" the word library assistant has been changed to hourly employee, "Personal leave for hourly employees" has been changed to "Gifting Personal Leave for Employees." Change the last sentence to reflect omitting the word "hourly" in gifting personal to other employees. Under Holidays add Martin Luther King Day, President's Day, and Veterans Day. Under additional closing add: "and will generally follow those of Windsor Township." Under Staff Professional Development, add the following to the first sentence: "as needed to perform and/or enhance library operations." Final adoption at the next meeting.

b. Health Emergency Policy revision. Final adoption at the next meeting to reflect "no medications should ever be dispensed" in fifth paragraph and eliminating sixth paragraph.

c. Sales of Goods and Services Policy: Motion by Gould, support Wood to approve adoption of the Sales of Goods and Services Policy. Motion Carried.

d. Millage discussion: Regarding the Bruursma informational meeting summary, change \$10 for each \$1000 to \$1 for each \$1000 per taxable value, (not assessed value) and change 250K in same paragraph to \$280,000.

The millage cannot be used for new construction but rather for renovation/replacement and/or general maintenance. Linda Reznick has volunteered to chair the Yes Committee. Sanders distributed draft bullet points regarding the impact of either success or failure of the millage proposal. It will become more specific in listing what programs would be cut if millage fails, and would be restored and/or added if the millage is successful. **Board members were asked to study the list and give suggestions to Sanders.** Much discussion. Wood said board members need to be prepared to ask questions from the public, such as "How will the millage be spent?" etc.

Persons who desire to make donations should write checks to the committee as Citizens for Dorothy Hull-Windsor Township Library. Donations are not tax deductible.

e. Michigan Townships Association/Par Plan grant application. Sanders said the maximum amount to be awarded was not clearly indicated in the application (of which we received half), and the award is slightly less than one quarter of the project cost. We have six months to see if another funding source can be found, otherwise, the cost to the library would be prohibitive even with the grant.

f. Library Services and Technology Act grant application: Sanders explained that a revised park bench project application would have to be written to conform to federal requirements. These standards now require the conversion of our Dun & Bradstreet registration to a new federal UEI (Unique Entity Identifier) number. There was some discussion on the name of the library when it was changed in the 1980's to honor Dorothy Hull. Our Dun & Bradstreet registration listed us as Dorothy Hull Library. It was not changed at the federal level with the Department of Treasury and is still recognized as Windsor Township Library. Discussion. The library's official business name with Dun & Bradstreet has been changed to Windsor Township Library in order to permit the conversion to a UEI. At some point in the near future legal counsel will be sought to determine how best to establish and standardize our official name. The grant request, pending Village approval, will be for three benches, one for each park.

g. Library Goals 2022: Goal 1 should state "twoyear" not three year financial plans. 1B Specific task should be changed to "each covering 2023 and 2024," and add "and 2024 based on passage of the millage." in Plan One. Under Plan Two --"plan two should be based on the failure of the millage and no additional township appropriation or penal fines." Add Goal 2. Eliminate Goals 3 and 4.

#### **New Business:**

a. March meeting date: Watson proposed that the meeting date be changed to March 17<sup>th</sup>.

b. Rules for Non-Traditional Library Material Checkout. This policy is to address delinquent and/or lost items.

#### **Information, Announcements, etc.**

a. Library Director's Report: Staff scheduling was discussed. StoryWalks® are planned for the spring in Lions Park and the summer at the basketball courts, pending Village approval. State of Michigan Library certification has been received by Shellie and Wendy. Per the recent census we are rolling up to becoming a class three library, requiring a director with a minimum of a bachelor's degree and para-professional assistant. Sanders said we are joining other libraries in a cooperative effort photo contest this summer themed "Discover Eaton County."

b. Circulation report: Received.

c. Committee Reports:

(1) Community Engagement: No report.

(2) Finance Committee: A new chair will need to be appointed as the current chair is retiring in May.

(3) Fund raising committee: Watson is the chairperson along with three community members and delivered a brief report.

#### **Communications:**

a. Article from County Journal regarding Eaton Rapids Area Library. Received.

**Public Comment:** None

**Adjournment:**

Motion by Gould, support Wood that the meeting be adjourned. Motion Carried.

7:45 p.m.

Respectfully submitted,

Inge M. Kyler  
Secretary