

Windsor Township Library  
Library Board Minutes  
January 13, 2022

Present: Watson, Runels, Robbins, Wood, Gould, Kyler, Sanders, Wagemaker (via Zoom)

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

**Public Comment:** None

**Minutes:** Motion by Runels, support Robbins to approve the December 16, 2021 minutes. Motion Carried 6-0

**Reports:**

Financial Reports: Motion by Gould, support Robbins to approve the December Financial Reports pending audit. Motion Carried 6-0.

**Old Business:**

**a. Policies:** The Personnel Policy revision, Health Emergency Policy revision, and the Sales of Goods and Services Policy second drafts were received and tabled to the February agenda. Robbins suggested a form be established to be included with the Sales of Goods and Services Policy. Watson thanked Wood for her work on the policies.

**b. Millage Discussion:**

Motion by Runels, support Robbins that we proceed to create a Yes Committee to petition for 1 mill dedicated to the library on the August 2, 2022 primary election ballot. Discussion. Gould raised several questions concerning 1) 1 mill as opposed to .5 mill 2) informing people 3) surveys 4) social media 5) township relationships. Members felt that asking less than 1 mill would end up not being sufficient in the long run. Many people utilize social media for their information. People who do not utilize that resource can be reached through means of general conversation, articles, local organizations, flyers, etc. Most of these concerns will be addressed by the Yes Committee. It was also noted that a millage for the library would free approximately \$75,000 to the township for other needs. A roll call vote was recorded as follows: Wood – yes, Watson – yes, Robbins – yes; Runels – yes, Kyler – yes, Gould – no. Gould said that she will help with the millage election but had too many concerns to vote for it. Motion Carried. Yes – 5 No - 1

Motion by Robbins, support Wood to authorize Sanders to contact Anne Seurnyck of Foster, Swift & Collins for guidance on the ballot application, clarification of the Board's and Director's roles, typical cost, and that she be retained unless the anticipated cost would exceed the \$5,000 budgeted. Discussion. Runnels had concerns with the wording. A roll call vote was recorded as follows: Runels- no, Wood- yes, Kyler- yes, Robbins- yes, Watson- yes. Gould- no. Motion Carried. Yes – 4 No - 2 Runels and Watson agreed to serve on the Yes Committee. Four members will be solicited from the community to form a committee of six. Sub-committees will be formed to assist as well.

**c. Penguin Random House Grant application:** Now on a February 7 deadline. Due to increased workload caused by COVID resurgence, and the fact that the application is very detailed, it may not be feasible to complete the process at this time.

**d. M1-83 Digital Library Connection Grant:** The award of \$1225 the library is eligible for has been allocated to the Woodlands Cooperative for the purchase of additional non-fiction e-books with an emphasis on education, health, job-seeking skills and workforce development.

e. Michigan Townships Association/Par grant application: (for the handicap/accessible front door). This is going to their Board next week.

f. M1-83 TLC Kit grant status: The online programming kit components will be shipped as acquired. The microphone is priority in need and hopefully might be among the first items received.

**New Business:**

a. Library goals/evaluation preparation: This information should be provided to Watson by January 20<sup>th</sup>. New goals will be considered in February.

b. Circulation report: Total circulation is up.

c. Director's report: It was suggested that the circulation report along with the director's report should be given to the Township for their information. Sanders reported on the State Aid application completed. Many of the staff have been affected by COVID and that she has had to work alone for several days. Motion by Wood, support Runels that, due to COVID and the need for staff recovery time, the library move to curbside service for two weeks beginning Tuesday January 18 and assess later whether or not to extend it. Motion Carried 6-0.

d. Giving Tree: Runels reported that the cost of the tree would be \$2600. Different levels of donations/giving would be reflected.

e. Committee reports:

(1) Community Engagement Committee: The committee currently is inactive.

(2) Finance Committee: No report at this time, pending the millage question and Say Yes Committee.

(3) Fund Raising Committee: Watson said she would be talking with the township supervisor and the rest of the committee. Everything depends upon whether or not we proceed with the millage.

**Communications:**

1. A communication regarding First Amendment Audits in our area was received from Woodlands Library Cooperative.

**Public Comment:** None

7:20 p.m. Motion by Runels, support Gould to move to Executive Session regarding the Director's Evaluation. Motion Carried. 6-0 Wagemaker discontinued Zoom attendance.

7:40 p.m. Motion by Runels, support Robbins to close the Executive Session and return to the regular Board Meeting. Motion Carried. 6-0

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

Adjournment: 7:45 p.m.

Respectfully submitted,

Inge M. Kyler