

Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
May 26, 2022

Present: Watson, Kyler, Runels, Robbins, Reznick, Sanders, Wagemaker
Excused Absence: Gould
Public present: Gloria Sabourin, Denise Parisian, Jamie Wegryn-Jones

President Watson called the meeting to order 6:07 p.m.

Public Comment: None

Minutes: Motion by Runels, support Reznick to approve the April 14th, 2022 minutes. Motion Carried 5-0. Motion by Runels, support Robbins to approve the April 14th Executive Session minutes with the correction adding “to” in the next to last paragraph, third line (“are to come”). Motion Carried 5-0.

Financial Reports: Motion by Kyler, support Robbins to approve the April Financial Reports pending audit. Motion Carried 5-0.

Old Business:

(a) Final copy of the Personnel Policy was received

(b) Millage Discussion: Gloria Sabourin, chair of the Citizens for Dorothy Hull-Windsor Township Library Committee, reported and commented on various issues including:

(1) the recent Discover Dimondale day

(2) a community survey the committee would like to conduct as part of a due diligence packet for future use.

Motion by Reznick, support Robbins, to authorize the Citizens for Dorothy Hull-Windsor Township Library Committee to conduct a survey of the township and village communities (as part of the millage process). Motion Carried 5-0.

(3) John Chrastka (executive director of EveryLibrary, a national non-profit advocacy organization and political action committee) has expressed the willingness to help with the CDHWT committee once the Board engages a financial consultant to review and advise on the library status.

(4) Mark Perry, CPA, has indicated the desire to also work with the committee as an independent 3rd party financial analyst.

(5) Discussion followed including establishment options as well as transparency and accountability.

Motion by Runels, support Reznick to engage Anne Seurnyck, of Foster, Swift & Collins, to address the question of the library’s legal status and other establishment options, including take-over by the township. Motion carried 5-0. Sanders will contact Seurnyck June 1.

Motion by Reznick, support Runels to engage a third-party financial consultant to create a fiduciary response document that will determine how much the Dorothy Hull-Windsor Township Library needs to survive and thrive. Motion carried 5-0.

Motion by Reznick, support Robbins to engage John Chrastka to assist us in our quest for a millage, to meet the criteria of the Board, staff, and the Citizens for Dorothy Hull-Windsor Township Library

Committee will abide by whatever a third-party consultant determines the library needs to do to survive and thrive. Motion carried 5-0.

(c) Michigan Townships Association/Par Grant: Sanders reported we have until August 2nd to complete the handicapped door project. The Association has agreed to an extension if needed because of the supply chain issues faced by the vendor, so we will still qualify to use the grant funds. The Township has agreed to paying for the balance of this project (including the electrician) using ARPA funds.

(d) Sanders is working on the Library Services and Technology Act grant application solar benches for Dimondale parks which is due at 5:00 PM on 5/31/2022.

(e) A flyer was mailed to 2700 addresses in the 48821 zip code promoting the June 17th Dimondale Car Show. Our ad cost \$145 and we opted for a less passive text encouraging obtaining a library card. New cards are up noticeably in May despite the COVID closure, and this may be why.

(f) The Memorial Day Parade will be held 11 a.m. on Monday, May 30th. The Library's presence will promote the Summer Reading Program. Persons participating should meet at Carl's at 10:30 a.m.

New Business;

(a) Impacts of short staffing: Sanders reported that due to the staff shortage, there is no longer someone to handle publicity and marketing matters such as newspaper articles and various planning for programming. It was suggested she contact other libraries to perhaps find someone that might need a few extra hours.

(b) Watson gave a report on the recent township meeting as Sanders was unable to attend.

(c) Strategic Planning Committee establishment: Reznick reported the purpose of the committee is to produce a formal document outlining library goals and expectations that can be used by the Citizens for the Dorothy Hull-Windsor Township Committee. Reznick will chair the committee. Runels volunteered to be a member.

Announcement, etc:

(a) Library Directors Report: Grant funded equipment consisting of both online programming support (laptop, microphone, digital camera, green screen, etc.) and outdoor programming support (sound system, 10x20 ft canopy) has been received. Sixty-six dollars were received from an Umbrella Sock Company fundraiser sock sale during the Dimondale Day celebration. Plans are continuing to install a new StoryWalk® at the basketball courts. Progress continues on the capital improvements and repairs list, including cleaning and repairing gutters. Wagemaker has completed the digitalization project. Library programming while short staffed was reported on; nearly everything has been shut down for the summer, except for the adult book club, in order to accommodate the summer reading program. Wagemaker has updated the web site and social media.

(b) Circulation report. The use of the wi-fi appears down due to software problems which Sanders is investigating with computer consultants. We have no evidence that users are unable to connect, but the statistical reporting software keeps shutting down.

(c) Committee reports: Tabled until next meeting.

Communications:

(a) A thank you card was received and read from Cathy Daniels.

(b) the Michigan Townships Association provided a small refund due to a surplus in their risk assessment fund.

Public Comment: Jamie Wegryn-Jones and Denise Parisian, members of the Citizens for the Dorothy Hull-Windsor Township Library, spoke regarding public perception of the proposed millage.

Adjournment

Motion by Runels, support Reznick that the meeting be adjourned. Motion Carried 5-0.

Adjournment: 7:37 p.m.

Respectfully submitted:

Inge M. Kyler