

**Dorothy Hull Library  
Windsor Charter Township  
Library Board Minutes  
November 10, 2022**

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

Also present: Gloria Sabourin, Wagemaker

Excused Absence: none

President Runels called the meeting to order 5:57pm.

**Public Comment:** None

**Minutes:** Motion by Gould, support Watson to approve the October 13, 2022 minutes as presented. Motion Carried 6-0.

**Financial reports:** October financial reports not available due to heavy workload of township staff conducting election. Tabled until December meeting.

**Old Business:**

**Mileage Discussion**

**Report from Chair, CDHWTL** -Gloria Sabourin, reported that the committee is meeting on Tuesday, November 15th at 4pm at Charlies. Working on survey and FAQ document.

**Report on Maner Costerisan financial analysis** - Agreement letter has been signed by board president. No response to requests to meet. Reznick and Sanders to follow up.

**Library Services and Technology Act grant** - Project is moving forward. Order for benches will go in in January with a goal of April delivery and May installation. Revenue and expense reflected in proposed 2023 budget.

**People Counter** - Sanders reported that no funding source has been identified at this time.

**Eaton Rapids Area District Library outreach** - Reznick and Sanders will be meeting with ER staff leadership and some board members on November 16th @ 5pm at DHL. All board members are welcome.

**New Business**

**Director's job description** - Proposed updates in packet. Updated to reflect qualifications. Motion by Runels, support Meade to accept revision as presented. Discussion. Motion 1-5. Did not pass. Reznick to research and report on state minimum requirements at December meeting.

**Information, Announcements, etc.**

**Library Directors Report**

Report provided in meeting packet. New staff member (Kate Gillham) has been hired for 6 hours per week to replace hours Wendy Guilfoyle is no longer able to work and augment full time staff.

Security light in vestibule is not working. Replacement may require an electrician and a replacement breaker that is very difficult to find. Discussion on the source of the problem. Board members to research and help identify a remedy.

Library staff annual evaluations - Sanders met with staff to review 2022 goals. Set goals for 2023 with staff.

Circulation report presented in packet.

## **Committee reports**

**Finance Committee** - President Runels appointed Tardino to chair committee. Presentation of proposed 2023 budget by Tardino. Sanders will send library proposed budget to the Township by 11/15/2022.

Proposal: "To create a "Go Fund Me" account to offset the anticipated \$8,000 - \$15,000 2023 ballot cost" presented by Reznick. Account would be maintained and managed by finance committee. Funds would be restricted to cost of election and balance of funds would revert to operations. Proposal tabled until December meeting.

Continued discussion on setting up an Amazon account to collect donations discussed. Library staff can make purchases with donate credit. Sanders will investigate and report findings in December.

Reznick spoke with Township Clerk about finance report timeline. If board meetings are moved back a week, it will be much easier to get monthly reports. Proposal: To change the meetings dates from the second Thursday of the month to the third Thursday of the month". Motion by Reznick and support Tardino. Motion passed 6-0.

Proposal: "To place a hiring freeze on both full-time positions effective immediately to continue indefinitely" presented by Reznick. Motion to accept hiring freeze. Motion Tardino support Watson. Motion passed 6 -0.

**Strategic Planning Committee** - Meade reported on the summary of survey results. Eighteen respondents completed the survey of 45 invited. Discussion on goals and priorities. Board approves proposed goals and priorities. Meade to provide a brief written report.

**Windsor Township Board and DHL Board Committee Meeting** – Linda Reznick, Shirley Watson and Gloria Sabourin met with Kern Slucter and Lisa Rumsey. A positive step forward in strengthening relationship with library and township leadership. Notes from meeting are in packet.

## **Communications**

**Updates board contact list** - New list and 2023 meeting dates will be approved in December.

**Risk assessment report from MTA Par Plan** - Recommendations in the packet. Recommendations for planned roof inspections and driving record review. Discussion.

**Public Comment:** Gloria Sabourin asked if the Yes Committee would have access to Woodland Cooperative Survey Monkey. Sanders replied only if survey is created by library staff, and questioned if appropriate. Reznick will look into options. New library goals and priorities to be shared at next Yes Committee meeting.

**Board opted not to enter closed session for a personnel matter.** Discussion followed on specific issue raised by Township personnel at the Library/Township Committee meeting, regarding Jackie Wood's resignation letter.

Proposal: "To create a Human Resources (HR) Committee comprised of a minimum of three board members" presented by Reznick. Motion by Reznick and support by Gould to create a Human Resources Committee. Watson, Reznick and Meade will serve on Committee. Motion passes 6-0.

**Adjournment** Motion to adjourn at 7:54pm. Motion by Reznick support by Tardino. Motion carries 6 -0

Respectfully,

Lynda Meade

Secretary