

**Dorothy Hull Library
Windsor Charter Township
Library Board Minutes
October 13, 2022
6:00 PM**

Present: Meade, Reznick, Runels, Tardino, Sanders

Also present: Gloria Sabourin, Jamie Wegryn-Jones

Excused Absence: Gould, Watson

President Runels called the meeting to order 5:58pm

Public Comment: None

Minutes: Motion by Meade, support Reznick to approve the September 9, 2022 minutes as presented. Motion Carried 4-0.

Financial Reports: Gift of \$100 from Patrick and Sandy Fields. Motion by Runels, support Tardino to accept August and September financial reports pending audit. Discussion on options for additional time to review financial reports prior to board meeting. Motion passed 4 -0.

Kate Pohjola Andrade, Woodlands Library Cooperative provided an overview of services available to library staff, board members and friends. Highly recommends use of either the national American Library Association *Complete Library Trustee Handbook* or the Library of Michigan's *Michigan Public Library Trustee Manual, 2021 edition* (also available online.) Ann will be getting an updated statement of benefits from Woodlands to share at the November meeting.

Old Business:

Mileage Discussion

Report from Chair, CDHWTL -Gloria Sabourin, reported that the Committee has not met because there is no additional information from financial consultants, Maner Costerisan. Survey has been updated along with FAQs.

Report on Maner Costerisan financial analysis - Ann had 2 follow up meetings. Sent additional information as requested. Reznick will ask for letter of agreement and to be included in all correspondence.

Circulation turnover and collections age data - Ann shared summary report spanning January through September 2022. Discussion on report and what would constitute a good report. Collection age is older than is ideal. Discussion on what is needed to improve, including more funds to increase monthly resource purchases. Board discussed options to support community donations based on library wish list.

Library Services and Technology Act grant

Project is moving forward. Ann met with village staff and Parks and Recreation Committee to work out more detail. Order for benches will go in in January with a goal of April delivery and May installation. This will make all grant expenditures complete in FY 2023.

People Counter

Sanders no funding source has been identified.

Eaton Rapids Area District Library outreach

No updates. Ann to reach out and include Linda in next meeting.

Joint Library and Township Committee

Reznick reported meeting went well. Township shared information on how decisions are made. Next step, Reznick, Watson and Gloria will meet to create meeting notes and next steps. Kern will not be supporting a milage for the library. Intent of meetings is to build a bridge between township and Library Board. Ann will send a request for \$75,000 to Township.

Association of Rural and Small Libraries Conference/Community Led Planning webinar - Ann attended virtually but technical issues proved challenging, recommend future attendance in person if possible.

New Business

Community Forum

From information received at the ARSL and Community Led Planning webinar, Ann suggests we offer three events in a single day at various locations and times in Dimondale. Board members like the ideas but timing must be coordinated with strategic planning and Yes Committee community survey and discussion. Tabled for the future.

Information, Announcements, etc

Library Directors Report

Written report included in packet.

Library Assistant hiring progress - one qualified candidate that is interested but is available limited hours. Hope to make decision by November.

Annual goals progress reports: Collection diversity - Wood financial gift has been dedicated to expanding diversity of children and young adult collections. 403 titles have or will be received related to this goal this year, between the Wood gift and the MI 83 grant collection titles related to justice, diversity and inclusion and refugee development. Progress on social media and website updates: Website has been updated with all policies and meeting minutes, but does need to reflect board membership changes when Becky returns from vacation.

Risk assessment meeting is scheduled with insurers on November 2.

Circulation report presented in packet.

Committee reports

Finance Committee - no updates

Strategic Planning Committee - September meeting notes in Board packets. Summary provided by Meade, Sanders reported survey distributed to 6 former and current staff, 12 former and current board members, seven township officials and 8 village officials and staff. Surveys were later distributed to 12 members of the CDHWTL committee, for a total of 45 surveys distributed. 11 survey responses as of meeting time.

Communications

Foster Swift Collins - Final copy of report in packet.

Updated library services list, board contact list, and updated by-laws in packet.

Public Comment - Suggestion that Amazon Wish list be set up for Library for around the holidays to encourage community donations. Another option is a gift tree. Ann will explore possibility of a wish list of books.

Adjournment Motion to adjourn by Reznick support by Tardino at 7:48pm. Motion carried 4 -0

Respectfully,

Lynda Meade

Secretary