

Dorothy Hull – Windsor Township Library

**Library Board Minutes**

September 8, 2022

6:00 PM

Present: Meade, Reznick, Runels, Watson, Sanders, Wagemaker

Also present: Gloria Sabourin, Sarah Jennings, Bethany Verble

Excused Absence: Gould, Robbins

President Watson called the meeting to order 5:56 p.m.

**Public Comment:** None

**Board Presidency:** Watson will be stepping down from President role but will stay on the board. Motion to accept resignation from Watson, support Runels. Motion Carried 4 -0. Motion to accept to installation of Runels to President and Reznick to Vice President by Meade, support Runels. Motion Carried 4 -0.

**Approval of Minutes:** Motion by Watson, support Reznick to approve the August 11, 2022 minutes as presented. Motion Carried 4-0.

**Financial Reports:** Sanders has corrections to make and needs to speak with Lisa. Approval tabled until corrections are made.

**Old Business:**

**Millage discussion:**

- a) **Report from Chair, CDHWTL:** Gloria shared two documents with the board. (Draft Survey and Frequently Asked Questions) Working with Camron Gnass on survey implementation. A post card with a QR code to the electronic version of the survey will go out to every mailing address in Windsor Township. Hard copy will be available at library. Results will be used to target neighborhoods/communities with outreach. Would like to launch fall 2022 based on hiring of financial consultant and determination of mileage request.
- b) **Financial Consultants:** Maner--Costerisan proposal submitted by Sarah Jennings and Bethany Verble. Brief presentation on proposal and process. Plan is for five years and Board would like to expand to ten years. Discussion on timeline. Possible end of October for draft. Goal date for approval December 2022 board meeting. Maner--Costerisan would need supporting documentation from the library by October 7, 2022. Board will consider special meeting to compile information. Engagement letter to be signed and payment at completion of project. Motion to approve agreement with Maner--Costerisan to conduct financial analysis to determine the funding needed for a period of 10 years for the amount cited in the proposal by Reznick support Watson. Motion carried 4 – 0.

**Michigan Township Association Par Grant Plan grant:** has been successfully completed and the money was received.

**Library Services and Technology Act grant:** Timing of award and fiscal year requires an October implementation. Funds will pay for 3 solar-powered, WiFi-enabled charging benches for placement in Dimondale village parks. Village has agreed to finance the hotspot fees as part of local match. Ann has been in touch with manufacturer. Meeting on Sept 15<sup>th</sup> with grant administration at the Library of Michigan. Question about maintenance, which is also part of Village of Dimondale match.

**People Counter:** Sanders is still looking for grant funding \$1,500 to cover people counter equipment.

**Board vacancy update:** most recent candidate recruitment was not successful so still looking for a trustee.

**Eaton Rapids Area District Library outreach:** Sanders stated that outreach from the Eaton Rapids Area District Library is supportive of the millage effort. Meeting between representatives of each board has not yet been scheduled.

## **New Business:**

**Joint Library and Township Committee:** Reznick requested that we restart joint meetings to support communication. Would like to include CDHWTL Committee chair. Sub-committee appointed including Reznick and Watson to begin planning. Kern Slucter will coordinate on behalf of the township.

**Bylaws revision:** Motion to strike last sentence of Article II, first paragraph regarding staggering board member terms by Runels, support Reznick in order to bring by-laws into compliance with Michigan election law. Motion Carried 4 – 0.

**Association of Rural and Small Libraries Conference:** Due to COVID Ann will attend virtually. Balance of grant award funding will be returned to LM.

## **Information, Announcements, etc:**

### **Director's report:**

- a) **Repair work and project bids-** - Rick Stratts of DNR Home Improvements has completed the entire list of small projects except the flagpole repair at no cost to the library.
- b) **Library assistant hiring process** – 3 applicants 2 qualified, one has withdrawn. One interview will be held Wednesday September 14
- c) **Amazon Wish list** – Ann looked into it at the request of Reznick. Initial investigation indicates that a list is created and then is shared with specific individuals. Reznick to check with other libraries and their process.

**Circulation Report** received. Noted the rise in new patron cards.

## **Committee Reports:**

a) **Finance committee:** No report

b) **Strategic Planning Committee:** Committee composition: Reznick, Meade, Amy Smitter. Committee is needed to support consultants and create a short, mid to long term plan.

## **Communications:**

The draft response from Anne Seurnyck, Foster Swift & Collins has been finalized and will be distributed to the board. In answer to the board's specific questions, the Library cannot legally dissolve although it can cease operation. Financial assets would be held in escrow if operations cease and the Library Board continues to be in control of those assets.

## **Public Comment:**

Jamie Wegryn-Jones asked: what happens if library is no longer operating. Maner–Costerisan will include recommendations in report.

## **Adjournment:**

Motion by Watson, support Reznick to adjourn. Motion Carried. 4-0.

Adjournment: 6:44 p.m.

Respectfully,

Lynda Meade

Secretary