

Dorothy Hull Library
Windsor Township
Special board Meeting
Monday May 15, 2023 5PM

- I. Call to Order: Meeting called to order at 5PM by Reznick Members present: Reznick, Meade, Tardino, Gould, Watson and Runels and retired president Robbins
- II. Motion to approved the agenda made by Reznick, 2nd Gould :
Approved unanimously
- III. There was no public comment.
- IV. Discussion of communication from State of Michigan Department of Treasury, Community Engagement and Finance.
Since there will be no effect on the millage vote a letter of explanation will be written; MOTION:" To instruct Reznick and Meade to write a letter of to the State outlining the Library's position and explantation of how the situation will be rectified."
Made by Gould, 2nd by Watson. approved unanimously
- V. Audit Reports: Discussion of why the Library was not in compliance with the Generally Accepted Accounting Practices as outlined in the 2019-2021 audits.. The apparent \$3100 discrepancy in the 2021 budget was due to a simple lack of documentation and there was no misappropriation of funds. and that the money was used correctly.
Motion: "The Board to not seek a forensic audit because the cost far exceeds the amount under review." made by Watson, 2nd Tardino, approved unanimously
- VI Hiring New Staff.:
 - a,b,c Discussion of payouts for departing staff members. The payouts will be determined on vacation, sick leave and personal time accrued as determined by the Township Clerk.
 - d. i.,ii.,iii.,iv.,v MOTION: "The HR committee will complete job descriptions, finishing contracts and write position descriptions and posting for the positions to keep the library open." Made by Reznick, 2nd Gould. Approved unanimously
 - e. Discussion on creating exit interviewsand setting priorities for future events.

- f. Long Term Staff: MOTION: "Meade is directed to create guidelines for hiring future long term staff members." Made by Reznick, 2nd Watson, approved unanimously
- VI g. Discussion of LSTA grant: Two surveys are required to document the use of the grant money. Supply chain problems have delayed the installation of the benches although they are purchased. MOTION: " Meade o write a letter of explanation and ask for additional time for the library to be in compliance with the LSTA grant requirements." Made by Reznick, 2nd Watson, approved unanimously.
- h. Details of the Summer Reading Program will b discussed with the Director at the regular Board meeting
- VII Recognition for Ann and Becky: The Board noted their work and applauds their efforts to maintain the library.
- VIII Re-key door. Estimates will be procured for re-kwying the building locks.
- IX No public comment
- X Adjourn:
MOTION : "To adjourn at 6:22 PM" made by Runels. 2nd Watson approved unanimously.

Richard J. Runels
Recording Secretary