

DOROTHY HULL LIBRARY  
WINDSOR TOWNSHIP  
BOARD MEETING MINUTES

August 17, 2023

- 1) Meeting called to order at 6:00PM by Reznick. Members present, Meade, Watson, Tardino and Runels, Gould excused.
- 2) Public Comment: Gloria Sabourin commented that she, and others have been very impressed with the Library's function since the transition in management.
- 3) Approval of the agenda: MOTION: To add item 8 II ii, discussion of the 2024 budget to the agenda. Made by Meade, 2<sup>nd</sup> Watson, approved unanimously.
- 4) Approval of the July 20 and July 28 meeting minutes. MOTION: To accept the July 20 minutes with the following corrections; 6. delete Stephanie McVickers name, and 8 III d iii change "is scheduled" to "was discussed" Made by Meade, 2<sup>nd</sup> Watson, approved unanimously. MOTION: To accept the minutes of the July 28 Special Meeting as presented. Made by Meade, 2<sup>nd</sup> Watson, approved unanimously.
- 5) Current Financial Status: Discussion lead by Meade showing changes to the report including "Check Register" and "Employee Check Register". MOTION: To accept the financial Report as presented, subject to audit, made by Runels, 2<sup>nd</sup> Watson, approved unanimously.
- 6) Old Business:
  - I. The LSTA Grant money has been received. The follow-up surveys to be completed as required. The Wi Fi benches should be in operation within two weeks. The Village will be paid \$550.00 for additional concrete work performed. A State of Michigan site visit is scheduled for November 30 at 2PM to inspect the installation and performance of the benches.
  - II. Recognition Letters: Runels reported that all letters have been produced, adding Rick's Barber Shop, and will be sent out as soon as they are signed.
  - III. Discussion of the fourth quarter 2023 budget. No changes..
- 7) New Business:
  - I. The Director has suggested that the current check-out policy for new released DVD/Blue Ray material be changed from 1 day and

one item to 7 days and up to 5 items. MOTION: To accept the Director's request and change the check-out policy for new released DVD/Blue Ray item to 7 days check-out and up to 5 items being taken. Made by Tardino, 2<sup>nd</sup> Runels, approved unanimously.

- II. Volunteer Policy: Reznick had presented a revision of the Volunteer Policy which incorporates 3 levels of activities  
Level 1: One day activity support.  
Level 2: Working in the library shelving etc, not working behind the desk.  
Level 3: Working the front desk with the same qualifications as the regular staff. Discussion ensued with final resolution to be decided at the September meeting.
- III. By- Laws Change: MOTION: To accept the By-Laws with the indicated changes and a clarification of the Mission Statement, made by Watson, 2<sup>nd</sup> Meade, approved unanimously.

8) Information, Communications, etc;

I Library Director's Report:

- \* The Summer Reading Program (SRP) was a qualified success. The number of participants was down but there was a higher percentage of the finishing rate
- \* New signs for hours, WiFi use etc are being created to better inform patrons.
- \* The Circulation count system has been changed from a daily to a monthly accounting.
- \* The Staff has now been assigned specific tasks to complete during their work periods.
- \* A contribution of \$300.00 was received from Janine and David Eastman to be used for a subscription to "CANVA Teams", a online graphics program for use by the Library. If the program proves useful to the library the contribution may become an annual item. The Board thanks the Eastmans for their generous support of the Library with this gift.

## II Committee Reports:

- a. Finance: Meade is constructing a system for a 5 year plan for budget needs and will report on the progress.
  - b.. Strategic Plan Discussion of the 2024 budget overview with emphasis on revenues, personnel and the Strategic Plan. This will be reviewed monthly.
  - c. Human Resources: HR did not meet, will meet next week.
  - d. Facilities: Tardino recommends that a Library building appraisal be completed no later than Nov. 1<sup>st</sup>. Runels will join Tardino on the committee. An assessment should be made of the value of the property with emphasis on the office space currently rented by the Township Clerk's Office.
  - e. Presidents report:
    - i. The insurance policy is to be reviewed for revision as it has not been adjusted in several years. A ZOOM meeting with the insurance carrier is scheduled for October (date TBD) to determine costs based on 28 percent coverage of contents and 60 percent on the building.
    - ii. Inservice was conducted outlining the requirements for compliance with the State of Michigan to continue to receive State Aid. It is a complex process, but must be completed.
- 9) There was no public comment.
- 10) Motion: To adjourn at 7:35 PM made by Runels, 2<sup>nd</sup> Watson, approved unanimously

Submitted for approval

Richard J. Runels

Recording Secretary