

**DOROTHY HULL LIBRARY
WINDSOR TOWNSHIP
BOARD MEETING MINUTES
FEBRUARY 16, 2023**

1) Call to Order: Meeting called to order at 6:00 by Reznick, members present Meade, Watson, Tardino, Runels, Sanders, excused Gould. Public present: Gloria Sabourin.

2) No public comment

3) Approval of Agenda: Motion to accept the agenda with the addition of 6) f Job descriptions and 7) d Open meetings Act made by Watson, 2nd by Meade, approved 5-0.

4) Approval of Minutes: Motion to accept the minutes of January 19, 2023 with corrections, made by Tardino, 2nd Watson, approved 5-0. Motion to accept the minutes of the Special Meeting of January 23, 2023, made by Runels, 2nd Tardino, approved 5-0.

5) Financial Reports: Motion to accept the Financial Reports as presented pending audit made by Tardino, 2nd Meade, approved 5-0.

6) Old Business:

a) Millage Discussion

i. Citizens for the Dorothy Hull, Windsor Township Library: Chair Sabourin reported that the postcards promoting the library have been sent out to all households in the 48821 zip code, and the survey incorporated in the card will be open until 2/28. John Chrastka of EveryLibrary will be here March 8-9 and will conduct an open forum in support of the millage on March 8.

ii. Bookmarks with factual information about the millage and library services have been drafted to be available in the library and an additional web page on the library's site will appear by next week. A discussion of the use of term "expand hours" ensued and was adopted.

b. Library Services and Technology Grant is on hold due to supply chain and cost issues. Sanders is confident they can be worked out by changing the bench model and is in communication with both the manufacturer and the Village manager.

c. The library was not selected for the Random House Penguin Grant for small and rural libraries.

d. Motion to change the By-Laws to include the Circulation report and President's Report in the Order of Business in "Article V: Meetings" motion made by Reznick, 2nd Tardino. Reznick explained that the Pledge of Allegiance is an invitation issued by the President as part of the call to order. Discussion followed on the advisability of listing committee reports by name. Motion approved 5-0.

e. Library Hours: Motion to institute an effort-based reporting sheet daily by the Director by Meade, second Tardino. This effort will be reviewed in 60 days. Meade to provide a reporting form to Sanders by Monday, February 20. Discussion. Roll call vote Reznick yes, Meade yes, Runels no, Tardino yes, Watson no. Motion approved 3-2. Discussion of changes to library hours tabled until after the 60-day review.

f. Job Descriptions: Director will present revised job descriptions according to Board motion.

7) New Business:

a. Library Director Goals: Discussion and adjustments were recommended and tabled until those revisions can be presented in March.

b. Library Goal Setting: revisions discussed and tabled until March.

c. Key Policy: Discussion: the Director requested that the policy be reviewed by legal counsel and specifies that the Director will be responsible for log entries only, not any events arising from the use of the

keys. Motion to accept the Key Policy with the provisions outlined made by Reznick, 2nd Tardino, approved 5-0.

d. Open Meetings Act review: after discussion it appears that the Library is ok with the procedures being used. Committee compliance and presence of a board quorum were reviewed.

8) Information, Announcements etc.:

a. Library Directors' Report: Sanders reported that MailChimp, the software used to send library e-newsletters, is modifying its terms of service and we will now have to pay \$25-\$30 for the service. The library is working with our microcomputer contractor regarding software issues with the software that prevents unauthorized downloads to the public computers. We also have at least one public computer that will need replacement this year. Sanders also announced that the Woodlands Library Cooperative is funding Hoopla, an on-demand provider of books, audiobooks, movies, and television programs. Training is underway and implementation will be this spring. The fire marshal will be making his annual inspection in the beginning of March.

b. Circulation Report: Included and reviewed.

c. Committee Reports:

Finance: committee would like to establish a "GoFund Me" account to be set up by the Township Treasurer to receive donations for the library. Motion to accept the establishment of the Go Fund Me account made by Tardino, 2nd Watson, approved 5-0. Committee would also like to suggest a special meeting for the purposes beginning a plan to respond to an unsuccessful millage. Discussion. Motion by Reznick, 2nd Meade for a special meeting for this purpose Saturday March 3, 9:00 AM at the library. Motion approved 5-0.

Strategic Planning: Goals and Priorities Summary Tracking document shared and will be updated.

Human Resources: Meeting to review the draft contract for the library director to be held March 14, location TBD

d. President's Report: Attended DEI (Diversity, Equity and Inclusion) Training and reported

9) Communications: None.

10) Public Comment: Sabourin provided comment based on reading John Chrastka's book.

11) Director Review: Director did not request a closed session. Reznick read the combined board responses to last year's goals and Sanders responded verbally to each.

12) Motion to adjourn made by Runels, 2nd Watson, approved 5-0. Meeting adjourned at 9:03pm.

Respectfully submitted,

Richard J. Runels