

**DOROTHY HULL LIBRARY
WINDSOR TOWNSHIP
BOARD MEETING
THURSDAY JANUARY 19, 2023 6 PM
MINUTES**

1) Meeting called to order by President Reznick at 6PM. Members present: Reznick, Runels, Gould, Watson, Tardino, Sanders Wagemaker. Excused: Meade

Also present: Sarah Jennings, Maner-Costerisan, Gloria Sabourin, Tim Sabourin, Jamie Wegryn-Jones, Denise Parisian, Sarah Stump (all from CDHWTL Committee), Kate Pohjola-Andrade from Woodlands Library Cooperative, Cameron Gnass, and Kern Slucter.

2) Public comment None

3) Motion to amend the agenda to allow Sarah Jennings of Manor-Costerisan (M-C) to give the financial review report made by Gould, 2nd Watson, passed 5-0.

4) Millage discussion

a) Sarah Jennings of M-C presented the financial projections for the library and their recommendations to the Board. that a .65 millage would be their suggested amount for the millage vote in May. M-C forecasted a ten-year budget with a favorable balance and appropriate reserve of one year of operating funds.

b) After Q&A and discussion: Motion to direct Sanders to prepare the millage request paperwork to reflect a .65 mill assessment for the May ballot, made by Reznick, 2nd Watson, passed unanimously

5) Approval of minutes

a) Motion by Gould to approve the minutes. of the December meeting, with the correction, deleting "and November" and "pending audit" 2nd Tardino, passed unanimously

b) Motion to accept the minutes of the December 15th Special Meeting as presented made by Runels, 2nd Watson, approved unanimously

6) Financial Reports

a) Tardino reported that the Finance committee reviewed the November and December reports and found no issues. Motion to accept the November and December financial reports pending audit made by Tardino, 2nd Reznick, approved unanimously.

b) On recommendation of the Finance Committee, motion by Tardino, second Watson that the CD from Eaton Bank that is maturing January 20,2023 (account ending in -6468 for \$34,279.82) be moved to a Flagstar account to mature in November 2023 at a rate of 4.69%. Roll call vote: Reznick yes, Runels yes, Watson yes, Gould yes, Tardino yes. Approved.

Sanders reported a \$1500 donation from the Dimondale Home and Culture Club for election expenses and a \$250 donation for collections from Sam Febba.

7) Old Business:

a) Millage Discussion: Sabourin, chair of the Citizens for Dorothy Hull-Windsor Township Library Committee reported that the group has an e-mail (citizens4dhwlibrary@gmail.com) and website is being developed that will be linked to the library and to the survey. Postcards describing the website and survey will be sent out by mail. A discussion of a suitably short URL ensued but no decision was reached.

b) LSTA Grant: Sanders reported that the equipment for the three park benches funded by the Library Services and Technology Act grant have been ordered and target installation is in May.

c) No news on the Random House Penguin Grant for books, at this time.

d) Directors Request: the Board will review the policy suggestions made in response that will be presented at the February meeting. Transparency training for staff and board will be conducted at a later date. Sanders responded that while the HR Committee's policy suggestion did not meet her request, she considers the matter closed.

8) New Business

a) Library Director Goals: Reznick has requested that the Board members submit a set of realistic and attainable goals to her before the February meeting.

b) Library Goals: Tabled until February

c) Library Logo Discussion on changing the Library logo because it may be a copyright infringement. Watson located a local graphic artist available for half the price of the previous quote (\$350). It was decided to refrain from using the current logo until the millage is passed at which time a new logo will be reviewed. Tabled until June.

9) Information, Announcements etc.

a) President's report. Reznick stated that she will be an "engaged" president and will attend training seminars, and visit other libraries to learn from best practices.

i. Motion by Reznick to change the monthly meeting to reflect the following changes (opening with the pledge of allegiance, approval of agenda, addition of a President's report) 2nd Gould. Discussion including the fact that the By-Laws will have to be amended to reflect these changes. Vote Reznick yes, Gould yes, Tardino yes, Runels no, abstain Watson.

ii. Motion by Reznick to create a "Key-log" accessible to all Board members and staff to regulate the use of the Library when it is closed, 2nd by Tardino. Discussion on why this is necessary, who is liable for after-hours use etc. Also, a new policy will be required. Vote: Reznick yes, Tardino yes, Gould yes, Runels no, Watson no. Passed 3-2. Training may be required.

iii. Motion by Reznick to change the library hours to be open one night a week until 8P M, and one Saturday a month. 2nd Gould. Discussion on the availability of staff, etc. It was decided that an "Effort Based Time Sheet" will be submitted by Sanders and all staff for the next two-weeks to show how hours are spent before instituting any changes. Motion failed 5-0.

b) Library Director's Report: Sanders is currently preparing the State Aid Report. Flyer on winter program offerings in packet. Most programs are not doing well so far except the Knitting Club and Adult Book discussion.

c) Circulation Report: Numbers show steady use in line with pre-Covid.

d) Committee Reports:

i. Finance Committee: covered by financial reports above.

ii. Strategic Planning: Reznick requested that the Board begin to think about "What if the millage fails, what next?"

iii. No report from Human Resources committee.

10) Communications: None

11) Public Comment: None

12) Closed Session: Sanders was asked if a closed session was desired for her review and expressed no preference. The Board was then presented with the results of the solicited review. The Board felt that there was more time needed to review the results and the review was tabled until the February meeting.

13) Motion to adjourn made by Runels, 2nd Watson Approved 5-0. Meeting adjourned at 8:47 PM

Submitted by R. Runels, Secretary