

**DOROTHY HULL LIBRARY
WINDSOR TOWNSHIP
BOARD MEETING MINUTES
THURSDAY MARCH 16, 2023 6:00 PM**

- 1) Meeting called to order at 6:00pm by Reznick. Members present: Reznick, Meade, Tardino, Gould, Runels. Excused absence: Watson. Also attending: Director Sanders, Asst Director Wagemaker, Gloria Sabourin
- 2) There was no public comment.
- 3) Motion to approve the agenda with changes made by Meade, 2nd Tardino, passed. 5-0.
- 4) Minutes of February 16 regular meeting, motion to approve with typographical errors corrected made by Meade, 2nd Gould, passed 5-0. Motion to approve minutes of the March 14 special meeting by Tardino, second Meade, passed 5-0. Motion to approve minutes of the March 14 closed session by Tardino, second Meade, passed 5-0. Closed session minutes kept by Reznick.
- 5) Financial reports were not reviewed by the Finance Committee due to a meeting conflict. Motion to approve pending audit by Tardino, second Reznick, passed 5-0.
- 6) Old Business:
 - a) Millage: Gloria Sabourin, Chair of the Citizens for Dorothy Hull-Windsor Township Library Committee reported a good turnout for the Library Forum with John Chrastka of EveryLibrary with 50-70in attendance and he gave the committee a \$500 donation. The results of the library survey are in and being tabulated, 213 responses were received. The next support the library poster is in production, and rack cards are available. The Chair asked for input from the Board to answer the questions What if the millage passes or fails, what are the next steps? Discussion ensued.
 - b) LSTA grant: Director reports that the library is still waiting for the Village Parks and Recreation Committee to schedule a meeting.
 - c) Library hours: To be discussed after 60 days of effort based reporting is available.
 - d) Motion to accept the Library Director's Goals made by Gould, 2nd by Tardino, discussion, passed 5-0.
 - e) Motion to accept Library and Director Goals for 2023 made by Reznick, 2nd by Gould, discussion, passed 5-0.
- 7) New Business:
 - a) Discussion on how the Library handles cash and check donations. Sanders explained the monthly receipts spreadsheet required by the auditors. A policy and procedure will be written.

- b) Discussion on planning for ballot outcomes. Meade compiled a statement for the millage committee on potential closing in 2024 if the millage is not successful. No vote taken.
- 8) Information, Announcements, etc:
 - a) Library Director's report
Assistant Director is now doing the newspaper columns. There will not be a column from the library regarding the millage. The township staff is exploring a copier/printer of their own, which prompted a useful exchange with the account executive and he will deliver suggestions for a new contract that more closely meets our needs. Negotiation continues with our IT contractor over issues with the Deep Freeze software used on our public computers. So far the latest solution is working. The library has received a total of \$2150 in donations so far that were not earmarked and will go to election expenses. One donor offered to match the next \$100 received, and Sanders is in communication with him.
 - b) Circulation report: Circulations numbers are skewed due to a short month.
 - c) Committee Reports:
 - i) Finance will meet in April
 - ii) Strategic Planning updated summary document in packet
 - iii) Human Resources: No report.
 - d) President's report: No in-service report.
- 9) Communications
 - a) Received Library job descriptions and updated by-laws, referred for review, no action taken.
- 10) No public comment
- 11) Motion to adjourn made by Runels, 2nd Tardino, approved 5-0. Meeting adjourned at 7:31 PM.

R. Runels
Recording Secretary