

**Dorothy Hull Library
Windsor Township
Library Board Meeting
Thursday May 18, 2023**

- 1 Meeting called to order at 6:00 pm by Reznick. Members present: Reznick, Meade, Tardino, Watson, Gould and Runels.
- 2 PUBLIC COMMENT: There was no public comment.
- 3 Motion to approve the minutes of the April 20, 2023 made by Tardino, 2nd Gould. Approved unanimously
- 4 FINANCIAL REPORTS:: Tardino reported there are no major changes or problems, other than to closely monitor the spending. Motion to approve the reports as presented, pending audit made by Tardino, 2nd Reznick, approved unanimously.
- 5 OLD BUSINESS:
- a. Library Services and Technology Act Grant: The Director reported that costs to the equipment have increased approximately \$3000.00 which required getting a re-approval of the process, which was completed. Rather than reapplying for the grant the bottom accounting line will be kept the same and the money schedule will be rearranged. The benches **are** in production and when received will be installed in the best spots and maintained by the Village.. A survey required will be completed two to three weeks after installation and the second survey will be done in the fall.
 - b. Library Hours: Discussion on changing the library hours of operation no later than July 1st. MOTION: "To change the library hours to: Monday closed; Tuesday 10AM to 6PM; Wednesday 10AM to 7PM; Thursday 10AM to 6PM, Friday 10AM to 4PM, and Saturday 10AM to 2PM." Made byGould, 2nd Watson, approved unanimously.
 - c. Memorial Day Parade: The Board and staff will walk the parade route handing out information about library services etc. Meeting at Carl's at 10:45am.
- 6 NEW BUSINESS:
- a. The director recommended the library add lockers that patrons can access after library hours for pick-up materials. The Board will review in the future.

b. Re-Keying: Discussion on the bids received for re-keying the library building.. MOTION: To accept the bid of Capital Lock and Safe Company for \$170.00" made by Gould, 2nd Tardino, approved unanimously.

7 INFORMATION< ANNOUNCEMENTS< etc.

a. Director Report; The first state aid payment has been received and is \$500 over budget. There is no news on the Grant proposal for the summer reading program. The MEL deliveries will be increased to three delivery days each week. Monday deliveries will be left in the Township offices vestibule. The copier provider has recommended the library switch to a different machine due to a reduction in the number of copies made. The result will save the library \$130.00. A new form has been presented for patrons who want to challenge certain library materials.

b. Circulation report: Include, all categories are up.

c. Committee Report:

ci Finance committee in July will look at extending CDs pending payouts.the CD

cii Strategic Planning: The committee recommends staying with the current plan

ciii Human Resources reports the job descriptions are complete. Discussion on the submissions. It was decided to add :EEO EMPLOYER at the end of each description and to change the minimum age for the assistant from 16 to 18.

MOTION: To approve the changes and direct the positions to be posted on Friday May 19th." made by Meade, 2nd by Watson Approved Unanimously.
Discussion on interim director.

MOTION: "To accept the resignation of Director Ann Sanders effective May 26, 2023" Made by Gould, 2nd, Runels, Approved Unanimously

d President Report: Reznick handed out a report on Transparency to the Board members.

MOTION: Accept the minutes of the Special Meeting of May 15, 2023 as presented." made by Watson, 2nd Gould, approved unanimously.

8 COMMUNICATIONS: New Trustee manual and financial guide links are available.

9 PUBLIC COMMENT: None.

10 MOTION to adjourn at 7:20 made by Runels, 2nd Meade. approved unanimously.

Richard Runels

Recording Secretary