

DOROTHY HULL LIBRARY WINDSOR CHARTER TOWNSHIP
405 W. JEFFERSON ST., DIMONDALE, MI 48821
BOARD MEETING MINUTES

November 16, 2023

Final

6:00 p.m. Meeting called to order by President Reznick at the library.

Roll call: Present: Meade, Gould, Sabourin, Reznick

Absent: Runels, Watson

Public Comment: None

Approval of Agenda: Motion to approve agenda with suggested change to new business made by Trustee Reznick, second by Gould, approved unanimously.

Approval of Minutes: Motion to approve the October 19, 2023, board minutes with changes made by Gould, second by Sabourin, approved unanimously.

Library Director's Report: Director Gillham provided updates on operations and community engagement. The board discussed the value of staff assisting AARP with scheduling tax preparation appointments. Director Gillham provided a copy of the township newsletter submission.

Financial Report:

1. Monthly Statement, reports were previously discussed at the 5:00 p.m. Finance meeting. Motion to approve pending audit was made by Gould, second by Sabourin, approved unanimously.
2. Committee Report, Trustee Meade gave an update on the LSTA grant, and working on developing guidance on grants in 2024. She brought the board up to date on projects in process.

Human Resource Committee: Focusing on contract of second full-time staff member and hope to get some HR meetings scheduled in December.

Facilities Committee Report: Trustee Meade has ascertained that the square footage of the Township office is 20' x 40' and rent could be estimated at \$800.00 to \$1,000.00 per month. We will be scheduling various building/utility assessments in 2024. Discussion ensued about the technology needs of incoming full time staff member and retiring unnecessary patron computers.

Strategic Committee: Trustee Meade discussed that we currently have a five-year plan and that we simply need to update it for 2024.

President's Report:

1. Inservice – Trustee Meade presented items that should be considered when considering applying for a grant.
2. Township meeting – Trustee Reznick discussed the meeting with the Township and the call from Supervisor Slucter afterwards.

Unfinished Business:

None

New Business:

1. Library DBA – discussion occurred. Tabled until January.

2. Holidays, Board Meetings and Finance Meetings for 2024. Motion to approve as presented by Sabourin, seconded by Gould. Approved unanimously.
3. Quarterly Count – Director discussed options of counting. Trustee Sabourin made motion that patron counting be done twice per year using sample methodology, once during the summer for 12 weeks and once during the winter for 40 weeks. Second by Gould. Approved unanimously.
4. Staff and Committee Goals – tabled until January.
5. Board Succession Planning – tabled until January.
6. Policies – Trustee Reznick discussed that policies should be reviewed in accordance with the QSAC requirements and presented some documents to track.
7. December Board Meeting – Changed to Dec. 13

Public Comment: none

Motion by Gould, second by Meade to adjourn. Motion passed unanimously. 7:31 PM.