

DOROTHY HULL LIBRARY WINDSOR CHARTER TOWNSHIP

**January 18, 2024, BOARD MEETING held at
405 W. JEFFERSON ST, DIMONDALE, MI 48821**

Final

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

President Reznick led the Pledge of Allegiance

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

Excused: Watson

Public Comment: None

Approval of Agenda: Motion to approve agenda made by Gould, second by Sabourin, approved unanimously.

Approval of Minutes:

1. December 13, 2023, minutes, motion to approve minutes made by Gould, second by Meade, approved unanimously.

Library Director's Report:

Director Gillham reported on operational updates and community engagement.

Hot spots and the zoo are the most popular items in the library.

Hannah Sherman has accepted another job but will continue a couple hours a week.

POC posting has 18 responses.

Financial Report:

1. Monthly Statement - reports presented and discussed. We have begun to see tax dollars in our account. Motion to approve the monthly financial report pending audit made by Gould, second by Meade, approved unanimously.
2. Committee Report – Board reviewed investment document presented by Trustee Meade. **Motion** by Sabourin to invest \$136,258.88 in 6 months CD, second by Gould, approved unanimously.
3. 5-year forecasting – discussion. **Motion** to approve the 5-year forecast made by Sabourin, second by Gould.

Human Resource Committee:

1. Policy Review – potential organization of policies reviewed.
2. Personnel Policy, **motion** to approve by Reznick second by Gould, approved unanimously.

Facilities Report:

1. Meetings cadence -meetings will commence in March and occur every other month the week before the board meeting on Thursday at 5:00 PM. Outdoor clean-up tentative on May 18.
2. Thatch update - discussion
3. Consumers Energy Assessment - discussion

Strategic Committee: nothing to report

President's Report:

1. Appoint Gould to Facilities Committee.
2. Succession Planning
 - a. Trustee Runels has formally resigned effective Feb. 1, 2024, **motion** made by Reznick, second by Gould to nominate Sabourin as Secretary.
 - b. Trustee Watson wishes to retire as soon as she can be replaced but will continue until the end of her term if she needs to. She will not run for reelection.
 - c. Feb/March meetings – potential back-up meetings, Feb.29 at 5:30
March 14 at 5:30.
 - d. Trustee Board Role Description – **motion** to approve by Sabourin, second by Meade, approved unanimously.

Unfinished Business:

1. Photo Policy – **motion** to approve by Meade, second by Sabourin, approved unanimously.
2. Student board advisor – information shared by trustee Sabourin. Tabled until POC is hired.

New Business:

1. Director's authorization to banking account, **motion** for Director Gillham to be authorized access to the debit card, bank accounts and to approve and pay invoices by Meade, second Reznick.
2. Second full-time contract- **motion** to approve with changes made by Sabourin, second by Meade, approved unanimously.
3. Staff and committee goals
 - a. 2023 – met successfully
 - b. 2024 –
 - i. Complete facility assessment and inspections and create a plan.

- ii. Prioritize new and existing policies and complete review by the end of the year.
- iii. Apply for any Quality Service Audit Certifications we qualify for.

4. Library DBA – **Motion** by Meade, second by Gould to submit a DBA (doing business as) naming the Library as the *Dorothy Hull Library – Windsor Township*.

Roll call –

Meade – yay

Gould – yay

Sabourin – yay

Reznick – nay

Motion approved 3 to 1.

5. Communications and Marketing Plan – currently being worked on.

Public Comment: none

Motion by Sabourin, second by Gould to adjourn. Motion passed unanimously.
7:39 PM.

Submitted by President Reznick