

DOROTHY HULL LIBRARY – WINDSOR CHARTER TOWNSHIP

March 21, 2024, BOARD MEETING held at

405 W. JEFFERSON ST, DIMONDALE, MI 48821

Final Meeting Minutes

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

President Reznick led the Pledge of Allegiance

**Roll Call:** Present: Reznick, Gould, Watson, Sabourin

Excused: Meade

**Public Comment:** None

**Approval of Agenda:** Motion to approve agenda with changes made by Sabourin, second by Watson, approved unanimously.

**Approval of Minutes:** Motion to approve February 15, 2024 minutes with changes and March 5, 2024 Special Meeting minutes made by Gould, second by Sabourin, approved unanimously.

**Library Director's Report:**

1. Director Gillham reported on operational updates and community engagement.
2. Operational updates
  - a. Financials
    - i. We have a new debit card.
  - b. Facilities and collections
    - i. New Impression5 passes.
    - ii. Added endcap displays.
  - c. Patrons and circulation
    - i. Conducting large weeding and donated weeded materials to Delta Township.
  - d. Services and Staff
    - i. New Programs and Outreach Coordinator has started.
    - ii. Looking to add a change in responsibility for a current employee from Assistant to Specialist.
    - iii. New cleaning services coming in every other week.
    - iv. There was an emergency closure on March 7, 2024.
    - v. The Library is now fully staffed.
  - e. Training and Continuing Development
    - i. Director Gillham has been training new staff.
    - ii. Preparations are underway for Advocacy Day in April.
3. Community Engagement
  - a. Partnerships
    - i. Nurture Yoga Studio donated a book to the library.

- ii. Director Gillham had a final MLA mentor meeting.
- iii. FEMA will be in the Library on Saturday March 23, 2024.
- iv. Partnership with branding consultant Stephanie McMasters
  - 1. Planned community input sessions Saturday April 13, 2024 from 9 a.m. to 10 a.m. and Wednesday April 17, 2024 from 6 p.m. to 7 p.m. at the Dorothy Hull Library.
  - 2. Staff and board discussion on branding is in the planning process.
- b. Events and Programming
  - i. There are currently a number of passive programs in the Library for National Reading Month.
  - ii. Director Gillham and POC McBride are starting to plan the April Storywalk.
  - iii. Assistant Cumberworth has planned the April book discussion.
- c. Volunteerism
  - i. Director Gillham thanks to everyone for helping at the Library.
- d. Director Gillham is creating a centralized calendar for Board members.

**Financial Report:**

- 1. Monthly statement
  - a. Reports presented and discussed.
    - i. GoFundMe donation platform is operational for those that wish to support the Library via card.
  - b. **Motion** to approve pending audit by Watson, second by Gould, approved unanimously.
- 2. Committee activity
  - a. Nothing to report.

**Human Resource Committee:**

- 1. Revised Policy List discussed.

**Facilities Report:**

- 1. Assessment on cyber security went well, follow-up meeting scheduled in April.
- 2. Landscaping plans
  - a. Clean Up event scheduled for May 18 for the area in front of the Library.
- 3. The Library passed the fire inspection.
- 4. Discussed generator, further conversation is needed.
- 5. Vice President Meade worked on a history for the building's facilities. Meade and Director Gillham met with contractors who assessed facilities and provided an estimate of needs for the future.

**Strategic Committee:**

- 1. Quarterly report will be presented in April.

**President's Report:**

- 1. Representative Witwer is willing to write a letter in support of the Library for the LEO grant.
- 2. Culture club is excited to support the Library.

3. Advocacy Day is coming up and preparations for participation are underway.

**Unfinished Business:**

1. Privacy Policy
  - a. **Motion** to repeal SSN Privacy Policy by Gould, second by Sabourin, approved unanimously.
  - b. Reviewed changes to new Privacy Policy.
    - i. **Motion** to approve new Privacy Policy with changes by Sabourin, second by Watson, approved unanimously.

**New Business:**

1. Format of Policies
  - a. Reviewed Human Resources Committee recommendations for format of policies.
    - i. **Motion** to adopt the new formatting of policies by Watson, second by Gould, approved unanimously.
2. Covid Policy
  - a. **Motion** to repeal Covid Policy by Watson, second by Gould, approved unanimously.
3. Gift Policy
  - a. Review of policy will be at April board meeting.
4. Volunteer Policy
  - a. President Reznick reported on the Human Resources Committee recommendations of policy. Voting on policy pushed to April board meeting.
5. Library Specialist
  - a. **Motion** to approve the Personnel Policy by Watson, second by Gould, approved unanimously.
6. Library Hours
  - a. Discussion of Director Gillham's recommendation to extend Library hours, staying open until 8:00 p.m. on Wednesdays.
    - i. **Motion** made for extending hours until 8:00 p.m. on Wednesdays made by Watson, second by Gould, approved unanimously.

**Public Comment:** None.

**Adjournment:** **Motion** to adjourn by Watson, second by Gould, approved unanimously at 7:19 p.m.