

DOROTHY HULL LIBRARY – WINDSOR TOWNSHIP

July 16, 2026 BOARD MEETING held at

405 W. Jefferson St., Dimondale, MI 48821

DRAFT MINUTES

Present: Allen, Gould, Iverson, Meade, Sabourin

Excused: Reznick

Pledge of Allegiance led by VP Meade.

Call to Order at 6:02pm by VP Meade.

Public Comment: None

Consent Agenda: Motion to approve consent agenda and May and June financial statements pending audit made by Iverson, second by Sabourin, unanimously approved.

Director's Report: Director Gillham reported on library operations.

Committee Reports:

1. Finance Committee – Director reported on finance committee activity.

President's Report: VP Meade led discussion on the agenda items under President's Report.

1. Comprehensive Master Plan – Gillham reported on updates to CMP progress. Discussion. Sabourin reported on training she did on wage and overtime compliance.
2. DBA – Name: No report.
3. Township – Gillham reported on effects of the Township move out. Sabourin reported on a meeting she had with Township Supervisor. Discussion on relationship with Township relating to move out. Sabourin reported on the Township meeting. Discussion on the details of the Township lease.

Unfinished Business:

1. Marketing: Gillham reported on Reznick's ideas regarding Board marketing. Iverson agrees to write a paragraph on what the Board has been doing for the Library newsletter.
2. Retirement Catch-Up: No report.
3. Township Sign: Gillham addresses motion from June meeting regarding Township sign. Discussion on signage.

Motion to rescind motion made on June 16, 2026 regarding Township signage made by Allen, second by Iverson, unanimously approved. Discussion on Township sign request. Motion to allow

the township to put a temporary cover on their sign until December 1, 2026, made by Sabourin, second by Allen, unanimously approved. Sabourin will write a letter to the Township of this motion and will be open for additional conversations regarding the sign after move-out.

New Business:

1. Investment Policy: Gillham reported on proposed investment policy. Discussion on changes; Meade recommends adding reference to original investment resolution. Trustees charged with looking over this policy for the next Board meeting for voting.
2. Personnel Policy: Gillham reported on two issues regarding personnel policy. Discussion to continue next meeting.
 - a. Discussed implementation of the floating holiday, including staff eligibility and use. The Board agreed that the floating holiday will equal one 8-hour workday and must be taken at one time.
 - b. Issue raised of employee breaks. Board recommends Gillham proposes a system for providing employee breaks at the next Board meeting.
3. Audit: Gillham reported on audit results. Sabourin raised a question regarding a statement on audit report. Discussion regarding funds use. Sabourin will address the question with the Township Treasurer.
4. Budget Draft: Gillham presented the proposed 2027 budget. Gillham recommends the budget hearing occur the same day as the August Board meeting. Discussion on time of hearing. Trustees agree the hearing should take place at 5:45pm on August 20, 2026. Discussion penal fines and state aid. Discussion of audit cost. Trustees are charged with reviewing 2027 proposed budget and reaching out to the Director with questions or concerns by the end of the month.
5. Library Bylaws: Postponed.
6. Lawn Maintenance and Snow Removal: Gillham addresses issue of needing this service after Township moves out. Discussion.

Public Comment: None.

Adjournment Motion by Iverson, second by Gould, unanimously approved at 7:17pm.