

DOROTHY HULL LIBRARY – WINDSOR TOWNSHIP

April 18, 2024 BOARD MEETING held at

405 W. JEFFERSON ST., DIMONDALE, MI 48821

Meeting Minutes DRAFT

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

President Reznick led the Pledge of Allegiance

Roll Call: Present: Reznick, Meade, Sabourin, Allen, Gould, Putans

Public Comment: None

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

Approval of Minutes: Motion to approve March 21, 2024 minutes made by Meade, second by Sabourin, unanimously approved. Motion to approve April 2, 2024 minutes made by Meade, second by Reznick, unanimously approved.

Director's Report: Director Gillham reported on operational updates and community engagement.

1. Operational Updates

- a. The library scheduled over 300 AARP Tax Aide Appointments this year.
- b. The library gave an estimated 150 eclipse glasses this year.
- c. New open hours have been positively received by the public.
- d. Janine Eastman has assumed the role and additional responsibilities of Library Specialist.
- e. Statistics from Google interactions shows an increase in traffic from last year. Statistics from MEL indicate our patrons are requesting more materials from other libraries than previously, demonstrating more familiarity with MEL resources.
- f. Director Gillham reported on Advocacy Day at the Capitol. The event provided opportunities to network with other library workers, advocates, and politicians.
- g. Staff and board members are continuing professional development through trainings to strengthen and increase their skill sets.
- h. Director Gillham reported that she is making consistent progress on her 2024 Director Goals.

2. Community Engagement Updates

- a. Director Gillham and Programs and Outreach Coordinator McBride attended the Dimondale Business Association meeting on 4/9/2024.
- b. The Spring StoryWalk® is sponsored by Rick's Family Barber Shop and the Village of Dimondale is giving use of the pavilion in Lion's Park for the StoryWalk® & Strum event on 4/20/2024.
- c. Community input sessions for branding were hosted on 4/13/2024 and 4/17/2024.
- d. A Midwest Collaborative for Library Services representative will be visiting the library.
- e. Events

- i. FEMA Assistance Event 3/23/2024 (10 attendees)
- ii. Solar Eclipse Info Event 4/3/2024 (9 attendees)
- iii. Author Jane Delury joined the April book discussion via Zoom 4/9/2024 (7 attendees)
- iv. Addition of reoccurring programs: craft nights, story time
- v. Little Readers Story Time 4/11/2024 (8 adults, 10 kids)
- f. Community Clean-Up Day is coming up on 5/18/2024.
- g. Staff have begun working on setting up a volunteer program.
- h. Director Gillham reported on gifts received last quarter.

Financial Report:

1. Presentation given by Michigan CLASS representative.
2. Monthly statements presented and discussed.
 - a. Motion to approve monthly statements made by Gould, second by Sabourin, unanimously approved.
3. Committee Activity – Committee met on 4/15/2024.

Human Resources Committee:

1. Meeting scheduled for 4/25/2024.

Facilities Report:

2. Expenses and bids reported on.
3. Applied for a ParPlan grant to cover costs of facilities upgrades.
4. Motion to approve expenditures for plumbing repairs made by Meade, second by Gould, unanimously approved.
5. Set a meeting for Board and Staff to meet with graphic designer LeMasters on 4/23/2024.

Strategic Committee:

1. Committee chairperson Meade reported consistent progress on 2024 Board goals and strategic plan for the Quarterly Report.

President's Report:

1. President Reznick reported on a successful Advocacy Day.
2. Discussed committee openings for the new Board members to join.
3. Policies will be formatted and organization of policy review handled by President.
4. Now that we are fully staffed, President Reznick encouraged the board to move over operational responsibilities to staff and focus more on governance.

Unfinished Business:

1. Gift Policy and Volunteer Policy
 - a. Reviewed changes to policies and decided to vote on these at the next Board meeting.

New Business:

2. Sign policy

- a. Reviewed and discussed new policy.
- b. Motion to accept Sign Policy made by Sabourin, second by Gould, unanimously approved.

Public Comment: None

Adjournment: Motion to adjourn made by Gould, second by Sabourin, unanimously approved at 7:40pm.