

DOROTHY HULL LIBRARY – WINDSOR TOWNSHIP

DECEMBER 19, 2024 BOARD MEETING held at

405 W. Jefferson St., Dimondale, MI 48821

**DRAFT MINUTES**

President Reznick led the Pledge of Allegiance.

Call to Order by President Reznick at 6:00pm.

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

**Public Comment:** None.

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

**Approval of Minutes:** Motion to approve November 21, 2024 meeting minutes made by Gould, second by Sabourin, unanimously approved.

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

**Financial Report:**

1. Vice President Meade reported on monthly statements.
  - a. Motion to approve monthly statements as presented pending audit made by Sabourin, second by Allen, unanimously approved.
2. Vice President Meade reported on committee activities and plans for 2025.

**Facilities Report:**

1. Vice President Meade reported on status of facilities assessment projects.
2. Vice President Meade gave an overview of Facilities Improvement Plan projects the committee would like to do in 2025.

**Human Resource Committee:** President Reznick reported on committee activity.

**Strategic Committee:** Next update will be in January.

**President's Report:** President Reznick reported on local news and state policy related to library operations.

**Unfinished Business:**

1. Motion to approve Inclusion and Anti-Harassment Policy made by Gould, second by Sabourin, unanimously approved.

**New Business:**

1. Finance committee proposed budget amendment for projecting final expenses of 2024.

- a. Discussion about expense changes and balancing.
  - b. Motion to approve the amended budget for 2024 with changes made by Sabourin, second by Gould, unanimously approved.
2. President Reznick presented Director Gillham's 2025 contract.
  - a. Motion to approve Director Gillham's contract made by Gould, second by Allen, unanimously approved.
3. Emergency Closure:
  - a. Motion to approve paying staff for 1 hour from the emergency closure on December 4, 2024 made by Sabourin, second by Gould, unanimously approved.
4. Board and Director evaluations will occur in January.
5. Board Goals for 2025 will be set in January.
6. Motion to give Windsor Township a 60-day lease extension to March 1, 2025 made by Reznick, second by Gould, unanimously approved.
7. New Policies:
  - a. Motion to approve the FOIA Policy with changes made by Gould, second by Allen, unanimously approved.
  - b. Motion to approve the Procurement Policy with changes made by Sabourin, second by Putans, unanimously approved.

**Public Comment:** None.

**Adjournment:** Motion to adjourn at 7:24pm by Gould, second by Sabourin, unanimously approved.

Minutes prepared by Molly McBride, approved by Secretary Sabourin.