

DOROTHY HULL LIBRARY – WINDSOR TOWNSHIP

MAY 16, 2024 BOARD MEETING held at

405 W. JEFFERSON ST., DIMONDALE, MI 48821

MINUTES

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

President Reznick led the Pledge of Allegiance

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

**Public Comment:**

1. Volunteers from AARP Tax Aide gave DHL staff a certificate of appreciation.

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

**Approval of Minutes:** Motion to approve April 18, 2024 minutes with changes made by Meade, second by Gould, unanimously approved.

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

**Financial Report:**

1. Committee Activity
  - a. Created service provider scoring form for contractors
  - b. Discussed MI Class presentation
  - c. Next committee meeting Thursday June 20<sup>th</sup> at 5
2. Monthly statements presented and discussed.
  - a. Motion to approve monthly statements pending audit made by Gould second by Allen, unanimously approved.

**Human Resources Committee:**

1. Committee activity reported on.

**Facilities Report:**

1. Reported on completed and ongoing projects.
2. Discussed branding project.

**Strategic Committee:** No update.

**President's Report:**

1. Attended Representative Witwer's Coffee Hour.
2. Officially appointed Board Member Allen to the Human Resources and Strategic Committees and Board Member Putans to the Finance Committee.

3. Discussed status of policies.
4. Discussed Culture Club's donation to support the landscaping project.

**Unfinished Business:**

1. Gift Policy
  - a. Motion to approve Gift Policy with changes made by Sabourin, second by Allen, unanimously approved.
2. Volunteer Policy
  - a. Motion to approve with changes made by Gould, second by Sabourin, unanimously approved.
3. MI Class
  - a. Discussed under Financial Report.
4. Friends of the Library
  - a. Discussed the process of forming a Friends of the Library group.

**New Business:**

1. Anti-Discrimination and Anti-Harassment Policy
  - a. Discussion of policy.
2. Emergency Closure Policy
  - a. Discussion of policy.
3. Policy and Bylaw Review Policy
  - a. Discussion of policy.
4. Orientation Policy
  - a. Discussion of policy.
5. Woodlands Training
  - a. Discussion of potential training from Woodlands Coop for Board Members.

**Public Comment:** None.

**Adjournment:** Made by Gould, second by Putans, unanimously approved at 7:59pm.