

AGENDA

Hillsdale Community Library Board of Trustees Annual Meeting May 4, 2023 5 pm | HCL Meeting Room

- I. CALL TO ORDER: Acting President Karen Hill called the meeting to order at 5:00 p.m.
- II. ROLL CALL: Karen Hill (acting president), George Allen (member), Stephanie Myers (member), Joshua Paladino (secretary), and Jessica Spangler (director).
- III. APPROVAL OF AGENDA:
 - A. Upon Spangler's request, Allen moved that the board strike the "Closed session" for XI.C and hold the evaluation in an open meeting. Myers seconded the motion. All in favor: 4-0.
 - B. Myers moved to approve the agenda. Allen seconded the motion. All in favor: 4-0.
- IV. APPROVAL OF MINUTES
 - A. ■ April 13, 2023
 - i. Allen moved that the approval of the April 13th meeting minutes be delayed until the June meeting while awaiting corrections. Myers seconded the motion.
 - ii. Spangler read proposed changes for the April meeting minutes.
 1. To correct the spelling of Braman Roofing
 2. To correct the Expense and Revenue Report.
 3. To clarify on the Circulation Report that March had the most checkouts in the 2023 calendar year, though July 2022 had the most checkouts in the 2022-23 fiscal year.
 4. To add more information about the Dollar General Youth Literacy Grant.
 5. To clarify language about the Update on Reconsideration Request.
 - iii. All in favor: 4-0.
- V. VISITOR COMMENTS
 - A. Bruce Sharp, Jack McClain, Tara Scott, Brianna Crall, and Penny Swan.
- VI. ■ EXPENSE AND REVENUE REPORT
 - A. Under Revenue, Cont./Local Units-Culture/Rec (line 271-000.000-587.000), the library received \$13,800 from local governments: \$8,800 from Hillsdale and \$5,000 for Jefferson Township.
 - B. Under Rents - Meeting Rooms (line 271-000.000-667.271), the library received \$4,875. The library received \$4,850 from the Vita Tax Program's rental.
 - C. Under Contr. & Donat. - Library Expan. (line 271-000.000-675.471), the library received \$143.50 from the jar on the front desk and the dinosaur.
 - D. Under Other Revenue (271-000.000-692.008), Woodlands sent the library \$861.95 for continuing education. \$395.95 was used to send Heidi to Spring

- Institute, and \$466 paid for MLA memberships for Heidi and Jessica.
- E. Under Interest, the library has received \$6,617.10 (line 271-000.000-665.000), far above the projected revenue of \$240.00.
 - F. Under Expenditures, Community Promotion (line 271-790.000-880.000), the library spent \$96.25 for promotional materials at the Dawn Theater from now until the end of the calendar year.
 - G. Under Lodging and Meals (line 271-790.000-956.200), the library paid \$159.39 for Heidi's hotel and meals during Spring Institute.
 - H. Overall, the library is in a good financial state, with revenues projected to exceed expenditures this fiscal year.

VII. ■ CIRCULATION REPORT

- A. The library has used Verso through Auto-Graphics as its integrated library service since 2014 or 2015. Before that Follet was used. With the Verso system, the library had a practice of checking in books twice, which had led to artificially increased circulation numbers. Spangler does not have exact numbers about the artificial increase, but she suspects that it did not have a big effect, except perhaps in the children's section. Some older staff members were checking in books twice, while newly hired staff members were not. Stats fell in April because Spangler asked staff to check books in only one time.

VIII. DIRECTOR'S REPORT

- A. ■ Program Stats
 - a. Overall, attendance stayed consistent.
 - b. Tutor.com had 12 logins in April, though Spangler did not receive the Program Stats in time to include them. Last fiscal year, the service logged 174 sessions.
- B. The Program Coordinator and Director read to 2nd grade students at Gier.
 - a. Jessica and Heidi read *Owl & Otter* and donated the books. They also donated the books to Hillsdale Academy, Hillsdale Preparatory, and Will Carleton Academy.
- C. The Program Coordinator attended Spring Fling hosted by the Great Start Collaborative.
 - a. Jessica and Heidi reached about 120 kids with goodie-bag handouts to 97 kids that included hygiene products, the library's event calendar, and literature about summer reading.
- D. Summer Reading will be June 7, 2023 - July 18, 2023.
 - a. Mark Nussbaum will attend the opening to host a science program. The Hillsdale Art Guild will give away scholarship money. There will be arts and crafts. The theme is All Together Now.
- E. The Library will be opening at noon May 9, 2023 for fire suppression repairs and closed May 27, 2023 and May 29, 2023 in observance of Memorial Day.

IX. COMMUNICATION

- A. Woodlands Library Cooperative Advisory Council
 - i. The council met on April 20th via Zoom. They're trying to get discounted exhibit passes and a chartered bus to attend the American Library

Association in June.

- ii. They partnered with other library cooperatives to expand access to content on Libby.

X. OLD BUSINESS

A. Board Email Options

- i. Spangler said the city could provide board emails, but board members would have to complete city security training. The board could also use emails provided by Woodlands Library Cooperative.

XI. NEW BUSINESS

A. Approval of Magic Clean Plus Quote

- i. ProClean provided a quote for carpet cleaning services of about \$5,000, but the company went out of business.
- ii. Allen moved that the board approve Magic Clean's quote to clean the carpet. Myers seconded the motion. All in favor: 4-0.

B. Discussion around Foulke Construction Quote

- i. Spangler presented the board with three construction projects. She recommended that the board approve the first two and pass on the third.
- ii. Allen moved that the board approve \$5,654 dollars in spending to repair soffit panels and the exterior wall. Myers seconded the motion. All in favor: 4-0.
- iii. Myers moved that the board approve \$88 in spending to add weather stripping to the door on the northeastern most conference room. Allen seconded the motion. All in favor: 4-0.
- iv. Allen moved that the board reject an offer to replace the two most northwestern exterior doors. Myers seconded the motion. All in favor: 4-0.

C. Approval of Formal Library Director Performance Evaluation

- i. Allen moved that the board accept the evaluation as written. Paladino seconded the motion. All in favor: 4-0.
- ii. Hill read from the evaluation.

XII. BOARD COMMENTS

XIII. FUTURE BUSINESS

A. Review Policy Manual (a couple policies at a time)

B. Upon Full 5 Person Board:

- i. Trustee Training
- ii. Election of Officers

XIV. NEXT MEETING DATE: June 8, 2023 at 5 p.m.

XV. ADJOURNMENT: 6:40 p.m.