

Minutes

Hillsdale Community Library Board of Trustees June 8, 2023 5 pm | HCL Meeting Room

- I. CALL TO ORDER: Karen Hill called the meeting to order at 5:01 p.m.
- II. ROLL CALL: Karen Hill (Acting President), George Allen (Trustee), Stephanie Myers (Trustee), Joshua Paladino (Secretary), and Jessica Spangler (Director).
- III. APPROVAL OF AGENDA
 - A. Spangler asked the board to include a discussion of an LSTA grant under Director's Report, item K. Allen motioned to approve the agenda with the addition of item K. Myers seconded the motion. All in favor: 4-0.
- IV. APPROVAL OF MINUTES
 - A. **April 13, 2023**
 - i. Allen motioned to approve the April minutes. Paladino seconded the motion. All in favor: 4-0
 - B. **May 4, 2023**
 - i. Allen noted that "May" should be changed to "June," under the approval of the April minutes. He also asked that "will" be changed to "could" and "would" under "Board Email Options" to clarify that the board did not take any action on emails at the time.
 - ii. Myers motioned to approve the May minutes with the aforementioned changes. Allen seconded the motion. All in favor: 4-0.
- V. VISITOR COMMENTS
- VI. **EXPENSE AND REVENUE REPORT**
 - A. Under contractual services, the library paid \$2,906.57 to Woodlands and \$201.85 for printing services.
 - B. Under repairs and services, the library paid Braman Roofing \$1,210 for roof repairs and \$3,490 for fire suppression repairs, and the remaining \$2.96 was for fasteners for a table cart.
- VII. **CIRCULATION REPORT**
 - A. Junior graphic novel check-outs returned to their normal levels after a decline in April.
 - B. Circulation should improve throughout the summer, especially with summer reading.
- VIII. DIRECTOR'S REPORT
 - A. **Program Stats**
 - a. Saturday story time went down, perhaps due to finals, closure on Memorial Day weekend, and general end-of-school-year chaos.
 - b. Celebrity story time will replace Little Book Worms every other week during the summer.

- c. Yoga with Rhonda had more attendance each week.
 - d. Little Sprouts Yoga and Midday Namaste Yoga have been discontinued, as the leader no longer works at the library.
 - e. Coffee and conversation started in May with George Allen, and 16 people attended.
 - f. Loud in the Library had its first event with the Hillsdale High School Jazz Band and had 58 attendees.
- B. Storm Damage Update.
- a. The city is waiting for the insurance claim to process. Foulke construction will try to finish the repairs in June so that the library can use revenue from this fiscal year to pay for them.
- C. Carpet Cleaning Update.
- a. Meeting rooms and children's rooms were cleaned, and patrons and staff have been satisfied.
- D. Better World Books Update.
- a. The library is working with Better World Books to take books that have not sold or have not circulated, and if BWB does not sell them after a year, then it will donate or recycle them. BWB will give 20 percent of book sales to the Friends of the Hillsdale Community Library.
- E. The Director presented the 2021-2022 Annual Report to the Hillsdale Exchange Club and Hillsdale Township in May, and she will present it to Jefferson Township next week. She also compiled resources for the townships.
- F. The Program Coordinator and Director read to Gier students during their field week. They promoted summer reading.
- G. The library invited 3rd and 4th grade students from Gier to tour the library. 65 new students signed up for library cards, they checked out books, read a book, and played Mad Libs. Staff promoted summer reading during the tour.
- H. Staffing Update.
- a. Andrea Gier resigned after a few months. She was offered a full-time position with benefits closer to home. She plans to volunteer during summers at the library going forward.
 - b. The library extended an offer to Beth Hart, who accepted and plans to start next Wednesday.
- I. Summer Reading started on June 7 and will go through July 18.
- a. Mark Nussbaum's science program had about 60 attendees.
 - b. 102 kids and 43 adults signed up for summer reading.
 - c. Brad Benzing, with Brad's Appliances, donated Cones and Swirls coupons. Finish Line, Market House, McDonald's, Moore Insurance, Vested Risk Strategies, Fether Studios, the Friends group, the Falkes, and more have donated to summer reading.
- J. The library will close at 4 p.m. on July 3, 2023 and will be closed on July 4, 2023 in observance of Independence Day.
- K. LSTA Grant.
- a. The director applied for a grant for slightly less than \$7,000 through the Library of Michigan to purchase a library of things collection, which could include home improvement equipment, craft items, video game consoles,

and recreational activity items.

- b. The director received a positive initial response to the grant, and she will hear back in August.

IX. COMMUNICATION

A. Friends of the Hillsdale Library Update

- i. Guest Speaker from Friend's Group: Brianna Crall
- ii. The Friends are revamping Kroger rewards. From February to April, it raised about \$37.
- iii. Shirt sales made \$7 profit each, which resulted in \$367 profit. 11 people bundled Friends memberships with t-shirt purchases, which made an additional \$380.
- iv. The Friends purchased coffee and snacks for the Coffee and Conversation events.
- v. The Friends group's total membership is 20.

X. OLD BUSINESS

XI. NEW BUSINESS

A. Approval of Johnson Controls Renewal Contract

- i. If the library doesn't approve the contract, then the rate will rise.
- ii. Myers motioned to approve the contract. Allen seconded the motion. All in favor: 4-0.

B. Discussion on reconsideration request timeline

- i. The person who made the reconsideration request has not brought it before the board, so no action needs to be taken at this time.

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. Board Email Discussion
- iii. Election of Officers

XIV. NEXT MEETING DATE: July 13, 2023 at 5 p.m.

XV. ADJOURNMENT: Allen, Myers, 6:03 p.m.