

Meeting Minutes  
Hillsdale Community Library Board of Directors  
July 13, 2023 5 pm | HCL Meeting Room

- I. CALL TO ORDER: 5:00 p.m.
- II. ROLL CALL: Karen Hill (Acting President), George Allen (Member), Stephanie Myers (Member), Laura Negus (Member), Joshua Paladino (Secretary), and Jessica Spangler (Director).
- III. APPROVAL OF AGENDA
  - A. Myers motioned to approve the agenda. Allen seconded the motion.
  - B. Hill, Myers, and Negus voted in favor. Paladino and Allen voted against. The motion carried: 3-2.
- IV. APPROVAL OF MINUTES
  - A. June 8, 2023: Negus motioned to approve the minutes. Myers seconded the motion. All in favor: 5-0.
- V. GUEST SPEAKERS
  - A. Library Board Trustee Training: Clare Membiela, Library Law Consultant with the Library of Michigan, and Kate Pohjola Andrade, Director of Woodlands Library Cooperative.
- VI. VISITOR COMMENTS
  - A. Tara Scott, Penny Swan, and Jack McClain.
- VII. EXPENSE AND REVENUE REPORT
  - A. Revenues: The library received \$4,616.82 in current taxes, \$2,149.14 under contributions in lieu of tax through the MSHDA Pilot program, \$5,965.00 from the GASB 87 under lease financing, and \$2262 under other revenue from the insurance claim check for the storm damage in February.
  - B. Expenses: The library received a \$581.64 credit under contractual services from GASB 87. The library reclassified \$2,652 from capital outlay to repairs and maintenance since this was under the \$5,000 threshold for capital outlay expenditures. \$2,000 was spent from line item transfer out -general fund for DPS services.
  - C. The fiscal year ended on June 30th. A few bills are not yet reflected in the total fiscal year. The remaining repairs for the storm damage will appear under the 2023-2024 fiscal year.
- VIII. CIRCULATION REPORT
  - A. Circulation increased, likely due to a boost from summer reading. The library saw increased circulation of board books, picture books, easy readers, junior fiction books, junior non-fiction, and young adult books. Adult fiction and overdrive reads are also up.
  - B. Patron count and reference questions increased, also likely due to questions about summer reading. Facebook stats continue to improve.
  - C. The library saw increased revenue from printing and copying, subscriptions and replacement cards, book and DVD fines, lost and damaged materials. Amazon sales increased.
  - D. The library received donations from the Lions Club, Moore Insurance, and Vested Risk Strategies.
- IX. DIRECTOR'S REPORT

- A. Program Stats
  - 1. Lego club attendance increased.
  - 2. The library has postponed Saturday Story Time, Craft in a Bag, and Little Bookworms during summer reading.
  - 3. Karen and Jessica had Coffee and Conversation in June with 4 attendees.
  - 4. The summer reading opening event drew 207 attendees, and 58 attended the Super Science program.
  - 5. The art show, sponsored by the Hillsdale Art Guild, had 82 attendees. The art guild donated more than \$6,000.
- B. Storm Damage Update
  - 1. Foulke Construction wanted to come and finish the repairs outside before the end of June, but they could not fit it into the schedule. The cost of the repairs will come out of the 2023-2024 fiscal year's budget. The insurance check went into the 2022-2023 fiscal year's revenues.
- C. Carpet Cleaning Update
  - 1. Carpet cleaning finished last month. Everything has been cleaned except the staff area. Dave at Magic Clean Plus completed the job. The director, staff, and board are happy with the job.
- D. Summer Reading Kickoff
  - 1. 207 people attended, with 58 for the Super Science Program. 102 children and 43 adults signed up for summer reading.
  - 2. The library especially thanks the Friends Group, Hillsdale Beauty College, and Professor Mark Nussbaum. Heidi Pruitt coordinated summer reading, and the director praised her work. Hill said the proximity of summer reading to the end of school and public awareness has helped summer reading succeed.
- E. The Library attended the Great Start Collaborative's Safety Fair
  - 1. 47 children and 12 adults signed up for summer reading. In attendance were 127 families, with 194 adults and 262 children.
- X. COMMUNICATION
  - A. Friends of the Hillsdale Library Update: guest speaker from the Friend's group: Tara Scott.
    - 1. The Friends raised \$50 from a basket raffle for summer reading. They will use the money to support Coffee and Conversation.
    - 2. They are spreading information about Kroger rewards. The friends group gets a check each quarter. With 2 people, the Friends got \$45. It does not cost customers to make the library the recipient of Kroger rewards.
    - 3. Friends group will bring kids from the school to sign up for or purchase library cards. Hopefully money will be provided to make these subscriptions free for out-of-city kids.
    - 4. They are working on raising a social media presence.
    - 5. Scott discussed future fundraiser possibilities, including a fall shirt sale. The last one raised \$400, and it got 18 new Friends members. Patrons voted on Facebook for the shirt design, which was well received, so they will likely do that again.

6. They're discussing a possible trivia night at the Hillsdale Brewing Company or El Cerrito's restaurant.
7. They are looking into selling shopping bags for library patrons.

XI. OLD BUSINESS

A. Board Email Discussion

1. After discussion, Allen proposed that the board create uniform email addresses adhering to the following form: first initial, last name, [.hcl@gmail.com](mailto:hcl@gmail.com), with "2" after the last name if the address has been taken.
2. Allen motioned to adopt the email style. Negus seconded the motion. All in favor: 5-0.
3. The board informally agreed to create the new email addresses by July 21st.

XII. NEW BUSINESS

A. Approval of East 2 West Enterprises, Inc. Cleaning Contract Addendum

1. Allen motioned to approve the contract. Myers seconded the motion. All in favor: 5-0.
2. The contract will take effect August 1, 2023 so long as the city council approves it.

B. Election of Officers

1. Paladino nominated Allen to serve as president. Negus seconded the motion. Hill abstained. All others voted in favor. The motion carried: 4-0.
2. Allen nominated Paladino to serve as vice president. Negus seconded the motion. Hill and Myers abstained. The motion carried: 3-0.
3. Allen nominated Negus to serve as secretary. Paladino seconded the motion. Hill and Myers abstained. The motion carried: 3-0.

C. BOARD COMMENTS

XIII. FUTURE BUSINESS

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

XIV. NEXT MEETING DATE: August 10, 2023 at 5 p.m.

XV. ADJOURNMENT: Allen motioned to adjourn the meeting. Negus seconded the motion. All in favor: 5-0. The meeting adjourned at 7:30 p.m.