

MEETING MINUTES
Hillsdale Community Library Board of Trustees
October 12, 2023

- I. CALL TO ORDER 5:02pm
- II. ROLL CALL
 - A. All present: George Allen (President), Karen Hill (Trustee), Laura Negus (Secretary), Joshua Paladino (Vice President), Stephanie Stockford (Trustee).
 - B. Negus departed meeting at 6:05pm; Paladino took responsibility of minutes after the departure.
- III. APPROVAL OF AGENDA
 - A. Allen moved to add item IV.D "Meeting minutes of 2023.10.06". Hill seconded the motion. Motion carried 5-0.
 - B. Hill moved to add item IX.A "Library Appreciation Month" as well as item X.F "Status of new book ordering and cataloging". Negus seconded the motion. The motion carried 5-0.
 - C. Paladino moved to add item XI.A "Discussion of staff salaries". Stockford seconded the motion. The motion carried 5-0.
 - D. Hill moved to approve agenda with amendments. Stockford seconded the motion. The motion carried 5-0.
- IV. APPROVAL OF MINUTES
 - A. Stockford moved to approve meeting minutes of 2023.09.14 as presented. Hill seconded the motion. The motion carried 5-0.
 - B. Negus moved to approve meeting minutes of 2023.09.28 as presented. Stockford seconded the motion. The motion carried 4-0 with Allen, Hill, Negus, and Stockford in favor. Paladino abstained from voting.
 - C.
 - i. Hill moved to strike item V.D from meeting minutes of 2023.09.29. Negus seconded the motion. The motion carried 4-0 with Allen, Hill, Negus, and Stockford in favor. Paladino abstained from voting.
 - ii. Hill moved to approve meeting minutes of 2023.09.29 as amended. Negus seconded the motion. The motion carried 3-0 with Allen, Hill, and Negus in favor. Paladino and Stockford abstained from voting.
 - D. Hill moved to approve meeting minutes of 2023.10.06 as presented. Stockford seconded the motion. The motion carried 5-0.
- V. VISITOR COMMENTS – no visitor comments
- VI. EXPENSE AND REVENUE REPORT
 - A. No discussion on Revenue and Expenditure Report.

- B. Regarding the Library Fund Report, Paladino asks how the city decides the amount of money in “checking account common” versus “investments.”
- VII. CIRCULATION REPORT - no discussion on circulation reports presented by Allen.
- VIII. DIRECTOR’S REPORT
 - A. Regarding program statistics, Allen reports steady attendance at many programs. Heidi points out that tutor.com had zero usage for the month. Discussion followed about the new director possibly emphasizing this and other services such as Mango languages that HCL has available through Woodlands.
- IX. COMMUNICATION
 - A. Library Appreciation Month - Hill shared several positive patron comments about HCL.
- X. OLD BUSINESS
 - A. Dollar General Youth Literacy Grant - Allen and Hill met with Heidi to pick out and purchase literacy backpacks. 25 unique items were selected and purchased for a total of \$1,983.75. When items arrive, the subcommittee will meet again with Heidi to work on cataloging. The subcommittee has created circulation policies regarding items in the backpacks, the barcoding of items, etc. Allen noted that the subcommittee could actually begin cataloging immediately, even before items arrive.
 - B. Building Issues - Allen inquired of Laura Sergent about whether the HCL property needs any further work at this time beyond testing the suppression system, fixing the manholes in the parking lot, and fixing the outside doors; Sergent says nothing more is needed at this time.
 - C. Sprinkler Replacement - Work has been completed and paid for.
 - D. Revision to the Bylaws
 - 1. Current bylaws
 - i. After pointing out that there are currently two versions of bylaws posted on the library website, Allen moved to accept and post the “Current B” version of the bylaws (found in the posted policies book) to all places on the website with the amendment that section 1.A state that the board will meet monthly, rather than every two months. Paladino seconded the motion.
 - ii. In discussion of motion, Allen made a subsidiary motion to also correct the reference in to the Ordinance Code in Article I of “Current B”. Paladino seconded the subsidiary motion. The subsidiary motion carried 5-0.
 - iii. Board then voted on original motion, which carried 5-0.
 - 2. Proposed bylaws

i. Board discussed several points of the proposed bylaws including I.5, II.8, III.5, IV.2, and VII.2. Hill recommended that under Conflict of Interest, personal or political should be added to financial conflicts. Stockford felt we needed to be specific about conflict of interest and that an ethics statement should be considered. Under presidential responsibilities, Hill stated that the director prepares the agenda. She cited that at city board meetings such as BPU, ZBA, and EDC, the director prepares the agenda, not the president of the board. She further added that that procedure is followed at the community level in institutions such as Community Foundation and hospice.

E. New Director Hire - Rebekah Dobski has accepted the board and city's offer of employment.

F. Status of new book ordering and cataloging - Allen moved to offer a stipend for cataloging of materials in the interim before Dobski is installed as director. Stipend not to exceed \$20/hour. Hill seconded the motion. Motion carried 4-0, all present in favor. Elizabeth Voorheis is the intended recipient of the stipend.

XI. NEW BUSINESS

A. Discussion of Staff Salaries - Board discussed making sure library staff receive wage increases. Stockford asked for city policy on cost of living increase. Allen is looking into staff's wages, but has not heard from city on such.

XII. BOARD COMMENTS

A. Hill thanked Jessica Spangler for being present during interviews and meetings during the transition to a new director. Hill also noted that previously, when there had been a library board seat open, she had asked that the mayor appoint a board member with business experience, since that skill set was not represented by other board members; she appreciated that Jessica brought financial expertise during her tenure as director.

XIII. NEXT MEETING DATE was set for Thursday, November 9th at 5pm.

XIV. At 6:37pm Stockford moved to adjourn the meeting. Hill seconded the motion. The motion carried 4-0.