

MEETING MINUTES
Hillsdale Community Library Board of Trustees
April 11, 2024

- I. Call to Order: 5:02pm
- II. Roll Call
 - A. Present: George Allen (President), Rebekah Dobski (Library Director), Karen Hill (Trustee), Laura Negus (Secretary), Joshua Paladino (Vice President), Stephanie Stockford (Trustee)
 - B. Visitors to the meeting: Samantha Fether, Brianna Crall, Ginger Novak
- III. Approval of Agenda
 - A. Stockford moved to amend the agenda to include one other non-temporary position in item IX.A New Business - Potential Hire. Hill seconded the motion. The motion carried 5-0.
 - B. Stockford moved to approve the agenda as amended. Paladino seconded the motion. The motion carried 5-0.
- IV. Approval of Minutes - Meeting Minutes of March 14, 2024. Stockford moved to accept the minutes as presented. Paladino seconded the motion. The motion carried 5-0.
- V. Visitor Comments - No comments
- VI. Director's Report
 - A. Various comments from director Dobski in addition to the report provided in agenda packet:
 - 1. Dobski purchased 7 new chairs for the book nook.
 - 2. Annette will be leaving her employment at the HCL on May 4th.
 - 3. The library received 200 calls on Monday, April 8th regarding eclipse glasses. HCL did have a large amount of glasses which they shared with other libraries in addition to passing out to the public.
 - 4. VitaTax is wrapping up having helped approximately 400 people with their taxes.
 - 5. Dobski has concluded the oversize book project. She relocated these items to a separate area where they could be displayed together and in vertical orientation.
 - 6. Dobski checked on the periodical and magazine subscriptions (discussed last month) and found that CNB was donating many of those materials. She is still checking on that situation.
 - 7. There was a bike stolen from the library bike rack. Dobski is investigating moving the bike rack to a more visible location in order to

discourage further theft, rather than under the evergreen tree on the east side of the property.

8. Dobski reported that Brandon James of city IT said he was bringing seven new computers to HCL from BPU in the near future.
9. Dobski shared the very attractive prototype of the summer reading passport she designed for the summer reading program for 2024.
10. Regarding the Statistics provided in the meeting packet, numbers were down in many areas, however Dobski pointed out that February was an unusually high month and the library had to close 2 days in March for city works.
11. Regarding circulation of the new literacy backpacks, March saw 28 more checkouts bringing HCL very close and almost certain to meet its 100 checkouts by May 1st goal.

B. Balance Sheet - No major changes or comments.

C. Revenue and Expenditure Report -

1. Dobski has invoiced the townships, as discussed last month regarding item 587.000. The townships should pay those invoices soon.
2. Allen brought up for discussion the idea of examining the township contracts to check that their payment amount is fair compared to city residents. Dobski questioned whether it should be changed if only a few residents are using the library. Hill likewise cautioned against potentially upsetting the township patrons.

VII. Communications

A. Friends of the Library

1. The Friends collected around \$100 through their T-shirt fundraiser.
2. The tax-exempt status of the Friends has been straightened out thanks to help from CPA Bailey.
3. The Friends have put together a fundraiser basket (which includes a travel mug) to go with the Hillsdale Foodie Walk

VIII. Old Business

- A. Adding or Amending Library Policies - City Attorney has approved the policy but suggested “that legal review of a proposed new or amended policy take place before the policy is voted upon. This approach may prove to be more efficient than voting on a policy and then having to re-vote in the event that there exists a legal issue with a policy.”
- B. Budgetary Committee - no additional meetings of this committee; it will dissolve once the budget is approved.
- C. Building Issues - Foulke Construction has still not responded to investigations about door repair estimate, although Trustee Hill did discover they are very busy at the moment. Allen suggests Dobski and the board explore alternative options

for the door repair such as: G & G Glass, St. Joe's Contracting, Stoll Construction, or KA Hodge Construction.

- D. Unattended Children Policy - The City Attorney also approved this policy voted on at the March meeting.
- E. Temporary Library Cards - Dobski submitted language for the temporary card and asked for edits and suggestions from the board. Allen asked Dobski to email the draft to the trustees for edits. Hill asked if the literacy backpacks would be included in the items allowed for checkout, pointing out that these are quite expensive to replace. Dobski is still determining the items available for checkout on temporary cards. Dobski has decided to add the internal checkout policy for restricted items like new books, and is also investigating the best ways to market the temporary cards to potential users.
- F. Director's Annual Review - Allen is still gathering board feedback. Mr. Mackie is also planning to submit a review of Dobski, and Allen solicited feedback from HCL staff and the community. These are due April 30, and Allen will compile the reviews for the May meeting.

IX. New Business

A. Potential Hires

- 1. Temporary Summer Position - Dobski was approached by an experienced person looking for a temporary position over the summer. Dobski is inclined to accept considering that summer reading requires more help and the library will be down one volunteer. This position would run from the end of May to beginning of August. The approximate cost would be \$1600.
- 2. Annette submitted her resignation effective May 4th. Dobski plans to fill this as soon as possible; staffing on the Tues/Thurs of Annette's current schedule is already thin.
- 3. Dobski shared that HCL could actually also use a page as well. There are currently two volunteers fulfilling all page duties. Allen affirmed that the Director is responsible for replacing staff without board approval.

B. Adoption of Annual Report

- 1. Allen suggested that next annual report reflect the calendar year data rather than fiscal year, so that the city receives more recent data. The board discussed this idea noting that the switchover would be awkward creating one intermediary report with either 6 months of data or 18 months of data. It was also pointed out that the city is unlikely to complain that the data or statistics as presented currently are too old.
- 2. Stockford moved to adopt the annual report as presented. Hill seconded the motion. The motion carried 5-0.

C. Adoption of Annual Budget for Fiscal Year 2024-25

- 1. Dobski responded to three line items Allen asked about as follows:
 - a. 573,000 Local Community Stabilization SHA. The apparent \$15,000 jump in this budgeted item reflects the fact that this usually gets paid in

two installments, one in October and one in May. Previous budgets only reflected one payment.

- b. 587.000 Cont./Local Units-Culture/Rec. This reflects the township contributions to HCL. Dobski left this item blank by accident and lack of available information. She has invoiced the townships and their dues should be coming, however the budget does not reflect this and cannot be changed by Dobski or the board at this point. The board discussed asking the City Council to amend this item when they approve the budget at their May 20, 2024 meeting.
- c. Lines 703-707. Dobski explained that these lines represent benefits for staff leaving the library. This is not budgeted for in advance.

2. Other items highlighted were:

- a. 702.100 Wages - Part Time. This reflects the \$.75/hr wage increase for the part-time staff of HCL.
- b. 970.000 Capital Outlay. This large increase reflects the plan to replace doors and carpet in the next fiscal year.

3. Paladino moved to Approve the Annual Budget with the understanding that the City Council will be requested to amend line 587.000 to be \$13,000 instead of zero. Stockford seconded the motion. The motion carried 5-0.

D. Election of Board Officers - Allen moved to elect Negus to continue serving as Secretary. Paladino seconded the motion. The motion carried 5-0. Paladino moved to elect Allen to serve another term as President. Negus seconded this motion. The motion carried 5-0. Allen moved to keep Paladino as Vice President. Stockford seconded this motion. The motion carried 5-0.

X. Board Comments - Allen gave a general kudos to all present for a job well done this year. Hill pointed out that next week is Library Appreciation Week. Paladino shared that the building housing the Mitchell Research Center is under discussion by the City Council. Paladino wonders if the HCL board could discuss in a future meeting becoming the custodian of this building if it would not be an undue burden. The city in general stands to lose this important historical building if no custodian steps in to save it. Hill pointed out that the Mitchell Research Center is a county-wide resource and that the rest of the county should therefore help in efforts to save the building. Hill and Stockford both confirmed that there is currently much material at the Mitchell that belongs to HCL. The board was agreeable to discussing the idea in future.

XI. Adjournment- Paladino moved to adjourn the meeting at 6:40pm, Stockford seconded the motion. Meeting adjourned.