

MEETING MINUTES
Hillsdale Community Library Board of Trustees
May 09, 2024

- I. Call to Order: 5:02pm
- II. Roll Call
 - A. Present: George Allen (President), Rebekah Dobski (Library Director), Laura Negus (Secretary), Joshua Paladino (Vice President)
Absent: (with notice) Karen Hill (Trustee), Stephanie Stockford (Trustee)
 - B. Visitors to the meeting: Brianna Crall, Linda Fogarty, Tara Scott, Penny Swan, Richard D. Smith, C.J. Toncray, Sara Yacks
- III. Approval of Agenda
 - A. Negus moved to add item IX.C “City Employee Card”. Paladino seconded the motion. The motion carried 3-0.
 - B. Paladino moved to approve the agenda as amended. Negus seconded the motion. The motion carried 3-0.
- IV. Approval of Minutes - Meeting Minutes of April 11, 2024. Paladino moved to approve the minutes as presented. Negus seconded the motion. The motion carried 3-0.
- V. Visitor Comments - No comments
- VI. Director’s Report
 - A. Various comments from director Dobski:
 - 1. Decreases in statistics from March to April were minimal.
 - 2. Adult new fiction circulation is the highest it has been in 6 months; Dobski is happy with circulation of materials overall.
 - 3. Library programs are doing well.
 - 4. The library received an expected \$2000 from the Woodlands Co-op; Dobski would like to use this to purchase better displays for the new J Fiction materials.
 - 5. The library received approximately \$600 as of meeting time thanks to a deceased patron indicating her preference for in memoriam gifts to the library in lieu of flowers. Dobski is following up to tell the family thank you.
 - 6. Dobski has processed 10-15 notary requests since obtaining her notary license. This is a free service for in-county residents and costs \$1 for out-of-county. Dobski finds this service to be very manageable in her schedule.

- B. Balance Sheet - No comments.
- C. Revenue and Expenditure Report -
 - 1. Vitatax and Township fees were both remitted since the April meeting.

VII. Communications

- A. Friends of the Library
 - 1. Taxes have been filed.
 - 2. Raffle basket for the Foodie Walk is live and raising funds - the proceeds from this will go toward hiring a special summer reading guest as well as creating the summer reading passports.
 - 3. There will be no May meeting of the Friends.

VIII. Old Business

- A. Building Issues -
 - 1. Dobski is in the process of researching alternate options for the outer door replacement.
 - 2. Still researching carpet choices for the library. The current budget will likely only cover the children's room and meeting rooms, however Dobski thinks she may be able to add HCCF funds in order to replace carpet in the whole building. She is still researching the carpet choice.
 - 3. The Lower Parking lot- The library owns this lot, but it is managed by the city. It is not primarily used by library patrons, but heavily used by schools, the market, and other non-library users. Paladino wonders if we might give or sell it to the city under the circumstances. Allen suggested placing the topic on the June meeting agenda.
- B. Director's Annual Review - Director Dobski received excellent marks across the board. She elaborated on her goal of accepting book donations: the library is currently not accepting book donations generally because of little to no storage space for these donations. Negus moved to approve the annual review with the amendment of checking "excellent" under "Supervision- 2. Utilization & Development of Staff- d. Are staff annual evaluations... etc?". Paladino seconded the motion. The motion carried 3-0.
- C. New Hires - Dobski is looking at two applications for the temporary summer position, and has received 2-3 applications as well for Annette's permanent position.
- D. ONE Card - Negus moved to accept the ONE Card policy with the amendment of the last point to read "...the library director can revoke a ONE Card..." (adding the word "director"). Paladino seconded the motion. The motion carried 3-0.

IX. New Business

- A. Collections in the Mitchell Building - Allen proposed appointing a subcommittee to determine the exact HCL property currently at the Mitchell Building so that the HCL board can decide how to take responsibility for these items. Dobski said she will look for an existing list of items in her files. Paladino suggested asking

the Mitchell board if they know of a list of our HCL items. Trustee Hill already volunteered to be on such a subcommittee. Allen moved that he and Hill form a subcommittee to open communications with the Mitchell regarding this issue. Negus seconded the motion. The motion carried 3-0.

- B. Township Contracts – Dobski shared that these contracts are not on file at HCL that she could find. Allen wondered if they are on file with the city; Dobski will inquire.
 - C. City Employee Card- Dobski proposed supplying city employees with a library card if they are not already eligible. Allen suggested this would be a change to library card eligibility policy and asked Dobski to submit a policy change to that effect for the board to approve.
- X. Board Comments - Paladino praised Dobski for her budget proposal at the City Council meeting of Monday 5.6.24. Dobski followed up on a question she was asked at the council meeting regarding library card yearly expiration dates: these yearly expirations are helpful to the library by making sure usage of our services is linked to the property taxes we receive from patrons. It keeps patrons from continuing use of our services after moving out of our service area.
- XI. Adjournment- Negus moved to adjourn the meeting at 6:27pm, Paladino seconded the motion. Meeting adjourned.