

## MEETING MINUTES

Hillsdale Community Library Board of Trustees

January 9, 2025

- I. Call to Order: 5:02pm
- II. Roll Call
  - A. All Present: George Allen (President), Rebekah Dobski (Library Director), Karen Hill (Trustee), Laura Negus (Secretary), Joshua Paladino (Vice President), Jaminda Springer (Trustee).
  - B. Visitors to the meeting: Sara Yacks, Rod Ziegel, Lynnette Filppula
- III. Approval of [Agenda](#)
  - A. Trustee Paladino moved to accept the meeting agenda as presented. Trustee Springer seconded; the motion carried 5-0.
- IV. Approval of Minutes -
  - A. Minutes of [December 12, 2024](#)- Trustee Hill moved to accept minutes as presented. Trustee Springer seconded; the motion carried 4-0.
- V. Visitor Comments - Rod Ziegel, former library board member.
- VI. Director's Report
  - A. Various comments from director Dobski:
    1. December was a slow month generally, although there are more people hanging around the library now, mainly from the warming center. These patrons have not been a problem on the whole.
    2. The Calder and Gardner trusts revenues arrived.
  - B. [Balance Sheet](#) - Trustee Hill asked why the checking balance is so high. After discussion Trustee Allen asked Dobski to inquire with the city about both the change in checking v. investments from December to January as well as why there is so much in the checking account. Trustee Springer clarified that moving the excess checking into investments and then incrementally into checking as needed would be a wiser course in that it would allow the excess capital to gain interest, even in a simple business savings account or similar.
  - C. [Revenue and Expenditure Report](#)-
    1. Regarding line -702.000 Wages, Dobski noted that this number increased to 52,500.00 from 50,000.00, however her paychecks are still the same. Allen notes that the city should not adjust the library budget without involving the board. Hill said this has happened in the past; it is the cost

of living increase. Allen asked Dobski to check with the city about why Dobski's paycheck hasn't reflected the increase.

2. Regarding line -815.000 Library Grant Expenditures, Allen asked Dobski whether she plans to spend the approximately \$1,100 in this category by the fiscal year end. Dobski says she plans to, mostly on the 1000 Books Before Kindergarten initiative.
3. Allen asked about line -818.000 Insurance, which was not budgeted for, but has seen spending of \$2,502.88. Dobski said the budget software froze earlier in the day when she was going to investigate this line; she will follow up to find out more about this expense.
4. Trustee Springer asked Dobski about liability with the computers and wi-fi. She suggested a user agreement in order to access the wi-fi. Trustee Hill suggested Clare Membiela the library law consultant at the Library of Michigan as a resource when researching this issue.

## VII. Communications

- A. Friends of the Library - the Friends at their next meeting plan to discuss buying up the HCL Giving Tree ornaments from December that were not fulfilled by patrons. They also plan to purchase a mug printer for the library to use during the summer reading program.
- B. [HCCF Statement](#) - The board discussed the statement from HCCF describing the spending allowance from the HCL fund for the 2024-2025 fiscal year. The interest was very good this year, but does fluctuate year to year. Also, there is only 4% spending allowance per year. This led to discussion about how to spend the allowance, including replacing the outer building doors. Dobski updated the board that Ken Hodge is working on a quote for said doors.

## VIII. Old Business

- A. Library Fund Investments Discussion - Dobski relayed that City Manager Mackie says that the HCL trust is earmarked for the library, under the city of Hillsdale, and the money is therefore public funds. He is not sure about moving the investments outside the city. Dobski will follow up for clarity. Trustee Springer quickly scanned the "Investment of funds of public corporation" section 129.91 of Michigan Compiled Laws and said there are several options for how to invest the funds; she forwarded the section to the rest of the board as well. More research is needed.
- B. [Sick Time Use, Holiday Pay, and Library Closures Policy](#) - Dobski is still investigating this policy and working to make it consistent. Trustee Springer said she thinks the board should review the new state law on sick leave before considering this policy. Hill moved to table the topic in order to check with the city as well as review the new state law. Paladino seconded the motion. The motion passed 5-0.

## IX. New Business

- A. Annual Budget Development Process - Dobski reported that Thursday Jan 16 is the first budget meeting for all department heads. After that, Dobski should be able to edit the budget. The board instructed Dobski to move forward with the budget process and bring her progress report to the board in February. The board agreed there was no need to form a subcommittee like last year. Allen asked about the township contracts. Dobski said they are billed in April. The board discussed the need to determine the per capita cost of city library users to township users. Trustee Paladino said he will check those numbers.
  - B. Annual Library Director Evaluation - Allen went over the basic process of the annual evaluation of the director. Dobski expressed a desire to amend the evaluation; Allen directed her to go ahead and bring the amended evaluation form to the February board meeting.
  - C. Carpet Quotes from Willowbrook Interiors - The board discussed the first bid on library carpet replacement. Dobski noted that the Willowbrook bid does not include book shelf moving. Board members suggested that Dobski seek bids from Longstreet Living in Coldwater as well as Country Carpets in Jonesville.
- X. Board Comments - Trustee Hill extended kudos to Dobski for accepting book donations in order to refresh the book sale items. Dobski also moved the book sale to a better location. Dobski thanked Barry Hill for helping assemble chairs at the library and repair the chair that arrived flawed.
- XI. Adjournment- Trustee Hill moved to adjourn the meeting at 6:45 pm. Negus seconded; the motion carried 5-0.