

MEETING MINUTES

Hillsdale Community Library Board of Trustees

March 13, 2025

- I. Call to Order: 5:00pm
- II. Roll Call
 - A. Present: George Allen (President), Rebekah Dobski (Library Director), Laura Negus (Secretary), Joshua Paladino (Vice President).
 - B. Jaminda Springer (Trustee) joined the meeting during the Director's Report item VI. Karen Hill (Trustee) was absent with notice.
 - C. Visitors to the meeting: Brianna Crall, Rod Ziegel, Tara Scott
- III. Approval of [Agenda](#)
 - A. Allen moved to accept the meeting agenda as presented. Paladino seconded; the motion carried 3-0.
- IV. Approval of Minutes -
 - A. Minutes of [February 13, 2025](#)- Allen moved to accept minutes as presented. Paladino seconded; the motion carried 3-0.
- V. Visitor Comments - none
- VI. Director's Report
 - A. Various comments from director Dobski:
 1. HCL has seen an increase in YA item circulation
 2. Dobski has begun a project to update the junior non-fiction books to newer, more appealing editions or versions of previous.
 3. She has also moved a few of the main room seating areas to optimize their use and visibility to staff.
 4. Dobski has decided to separate the large print books into their own section for easier location by those patrons who would like large print items.
 5. There have been more patrons coming as winter wanes, both for programming and for informal visits.
 6. Brandon in IT is working on getting HCL's new computers speedily installed.
 7. The staff CPR and Emergency First Aid training was good. Dobski says HCL does not currently have an AED, but may get one soon. Laura at City Hall is checking into it.
 - B. [Balance Sheet](#) - Regarding the amount of money that seems most prudent to keep in the checking account, Dobski suggests the \$50,000 - \$75,000 range with any

surplus being kept in investments. Allen presented a motion that the director communicate to the city that the checking account be kept in this range. When the falls toward \$50,000, money will be moved out of investments into checking to bring checking back up to \$75,000. Springer seconded this motion; the motion passed 4-0.

- C. [Revenue and Expenditure Report](#)- Regarding line -702.000 Wages, Dobski updated the board on the status of her wages: The city received the message about the shortfall in her paycheck and will make it up next pay cycle. Allen mentioned that the board will need to fix the COLA figure for the coming year's budget based on the correct salary figure for Dobski. Dobski noted that HCL is beginning to prepare for Summer Reading as evidenced in the (budgeted) spending; some figures will look uneven until all summer reading donations are received.

VII. Communications

- A. Friends of the Library - the Friends raised \$100 recently. They are working on half-day programs at HCL to pair with school half-days; there will be food and activities for the students. The friends are also working on selling t-shirts and other items in the library.

VIII. Old Business

A. Annual Budget Development Process

1. Discussion of Director's salary and raises - Allen moved that the library director receive yearly at minimum the COLA increase, based on the \$52,500 salary. Springer seconded; the motion passed 4-0. Allen will send this request formally to the city.
2. Discussion of staff salary and raises - Dobski provided a sheet of proposed salary increases for staff, bearing in mind current legal minimum wage changes. Springer asked if Dobski could award raises within the budget. Yes, but the budget is fairly tight. Dobski expressed difficulty in keeping wages fair; new employees are being moved up significantly to match the new state requirements while longer-standing employees are not able to receive similar raises and remain within the budget. Springer proposed increasing salaries of Pruitt and Smith \$1/hr for the next fiscal year. Negus seconded. After discussion wherein board members expressed caution going forward, Springer withdrew her motion. Springer then moved to increase the salaries of Pruitt and Smith \$.75/hr. Negus seconded; the motion passed 4-0.
3. Discussion of Township contract fees - Paladino sent a message to Jackie Sullivan on the board of Hillsdale Township about an increase in township library fees. There was no reply to this message as of the board meeting. Paladino said that the township did meet and pass their own annual budget. The HCL board discussed the problem of the current contract with regards to the boundaries of the city library requirements that HCL must observe. Allen asked if the townships could be charged based on number of active library users; Paladino said that wouldn't make sense against the Hillsdale City residents who cannot opt out of

property taxes. The board decided to leave this discussion for the time being.

- B. [Annual Library Director Evaluation](#) - Allen moved to approve the new version of the Library Director Evaluation. Springer seconded; the motion passed 4-0.
 - C. Carpet Replacement Bid Process - There are currently two vendors bidding; the application is open until the end of the month. The City is fielding the bids.
 - D. Doors Replacement Quote Update - no update to report.
 - E. Library Fund Investments Discussion - The board discussed whether HCL should encourage donations to the HCCF fund rather than directly to the library. There is limited access to these funds currently (4% per annum), but the return on investment is historically very good. Springer proposed investigating the possibility of renegotiating the fund parameters at HCCF. She will investigate and report back next month. Discussion tabled.
 - F. [Sick Time Use, Holiday Pay, and Library Closures Policy](#) - Dobski shared that she has not yet sent the policy approved by the board at the February meeting to the lawyer. Laura S. at the city explained some possible changes necessary connected to HCL not being a non-profit. The City Council meeting should solidify the sick time section of this policy. Allen asked RD to please bring the amended language back to the board in April for a re-vote before sending to the lawyer. Allen formally moved to withdraw the Sick Time Use, Holiday Pay, and Library Closures Policy voted on previously, until Dobski can amend the language. Springer seconded the motion; the motion passed 4-0.
- IX. New Business - none.
- X. Board Comments - Paladino shared that he has a meeting with the DPS about maintenance repairs at HCL and the charge-back system. Allen remembered a question about the Revenues and Expenditures, line -.850.000 Telephone. The budget figure seems too big. Dobski said she will investigate.
- XI. Adjournment- Negus moved to adjourn the meeting at 6:50pm. Springer seconded; the motion carried 4-0.