AGENDA

Hillsdale Community Library Board of Trustees
October 13, 2022 6 pm | HCL Meeting Room

I. CALL TO ORDER: Acting President Karen Hill called the meeting to order at 6:00 p.m.

II. ROLL CALL: Karen Hill (Acting President), Jessica Spangler (Director), Jim Bowen, Stephanie Myers, George Allen, Joshua Paladino (Secretary), and Annette Littley (staff).

III. APPROVAL OF MINUTES
   A. September 8, 2022: Myers moved to approve the minutes. Bowen supported the motion. All in favor. 5-0.

IV. VISITORS: Caleb Spangler, Penny Swan, and Jack McClain.

V. EXPENSE AND REVENUE REPORT

VI. CIRCULATION REPORT

VII. DIRECTOR’S REPORT
   A. Program Stats
   B. State Aid Reporting has Opened
   C. Donation from Southeastern Michigan Association for Children’s Literacy
   D. Donated advanced reader copies of books, summer reading t-shirt, and candy shop prizes from summer reading to LifeSpan of Hillsdale’s Christmas Party.
   E. Promotion of Heidi Pruitt to Programs Coordinator
   F. Heidi Pruitt obtained Level 4 Library of Michigan Certification
   G. Hours have been Extended
   H. Director and Children’s Librarian emails
   I. Director Accomplishment: Level 3 Library of Michigan Certification, New Director Workshop Completed, Grant Reporting is Completed, Outstanding Invoices/Past Due Items have been Paid, LeAnne Rumler has Handed off Outstanding Items.

VIII. COMMUNICATION

IX. OLD BUSINESS
   A. Johnson Controls has been Contacted for Fire Suppression Repairs

X. NEW BUSINESS
   A. Updated Staff Job Descriptions: Program Coordinator, Library Clerk/Aide, Interlibrary Loan Librarian, and Cataloging Librarian.
   B. Friends of Hillsdale Library Update
   C. College Student Library Cards

XI. BOARD COMMENTS
XII. FUTURE BUSINESS
   A. Library Director Evaluation Form
   B. Review Policy Manual

XIII. NEXT MEETING DATE: November 10, 2022 at 6 p.m.

XIV. ADJOURNMENT: Allen moved to adjourn the meeting at 7:05 p.m. Myers supported the motion. All in favor. 5-0.