

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.