

**Hillsdale Community Library Board of Trustees**  
**November 10, 2022 6 pm | HCL Meeting Room**

- I. CALL TO ORDER Acting President Karen Hill called the meeting to order at 6:01 pm.
- II. ROLL CALL: Karen Hill (Acting President), Jessica Spangler (Director), Jim Bowen (member), George Allen (member), Stephanie Myers (member).
- III. APPROVAL OF AGENDA: Bowen moved to approve the agenda; Allen seconded. All in favor.
- IV. APPROVAL OF MINUTES
  1. October 13, 2022 not available- move to next month.
- V. VISITOR COMMENTS
- VI. [EXPENSE AND REVENUE REPORT](#)
- VII. [CIRCULATION REPORT](#)
- VIII. DIRECTOR'S REPORT
  - A. [Program Stats](#)
    1. 379 attendees for the Halloween Trick-or-Treating Event. Thank you to the following volunteers: Gail Tyler, Debbie Thompson, Caleb Spangler, Pam Comstoc, Liz Voorheis, and Karen Hill - to Heidi for all the hard work that went into making this event possible and David for staying late to help with the clean up.
  - B. State Aid Reporting is complete
  - C. The Friends of Hillsdale Library purchased four shelving units and a robotic vacuum for the library
  - D. A local book club will be donating a book display in memory of a member that has passed away. This will be used to display books local book clubs are reading and provide contact information for local book clubs accepting new members.
- IX. COMMUNICATION

1. The County-Wide Library Support Group met November 3rd. Hillsdale's library director created a logo and reading sheets for a county-wide 1000 Reads Before Kindergarten© collaboration.

X. OLD BUSINESS

1. Johnson Controls has been Contacted for Fire Suppression Repairs. A date has yet to be scheduled. Director has reached out once a week asking for action with minimal response.
2. Approval of Staff Job Descriptions: [Program Coordinator](#), [Library Clerk](#), [Interlibrary Loan Librarian](#), and [Cataloging Librarian](#). – Allen moved to accept the updated Job descriptions; Myers seconded. All in favor.
3. Friends of Hillsdale Library meets 3rd Tuesday of every month at 6pm. Friends of the Hillsdale Library plan to have a fundraising station at the city's Christmas in the City event, December 3rd.

XI. NEW BUSINESS

1. Updated [Library Director Evaluation Form](#)
2. Approval of [2023 Library Board Meeting Dates and Times](#)
  1. The board discussed a change to a 5pm start time for meetings. Bowen moved to accept the updated times as corrected. Allen seconded. All in favor.
3. George's current board term expires at the end of November. He can opt to remain on the board with city council approval.

XII. BOARD COMMENTS

XIII. FUTURE BUSINESS

1. Review Policy Manual (a couple policies at a time)

XIV. NEXT MEETING DATE: December 8, 2022 at 6 p.m.

- I. ADJOURNMENT: Allen moved to adjourn the meeting at 7:25pm; Bowen seconded. All in favor.