

Hillsdale Community Library Board of Trustees
January 12, 2023 5 pm | HCL Meeting Room

- I. CALL TO ORDER: Acting President Karen Hill called the meeting to order at 5:00 pm.

- II. ROLL CALL: Karen Hill (Acting President), Jessica Spangler (Director), George Allen (Member), and Stephanie Myers (Member). Absent- Josh Paladino (Secretary), without notice.

- III. APPROVAL OF AGENDA
 1. Discussion regarding the addition of the meeting minutes from November as well as an addition under Director's Report (item F: Giving Tree Update). Motion of approval with the additions made by Myers; seconded by Allen. All in favor.

- IV. APPROVAL OF MINUTES
 1. [November 10, 2022](#) Motion of approval made by Allen; seconded by Hill. All in favor.
 2. December 8, 2022 not available

- V. VISITOR COMMENTS
 1. *Members of the public can make comments at Board Meetings, however Board Meetings are not a public discussion. If you have any items you would like to discuss, please feel free to reach out individually to board members or the Library Director. All contact information can be found on the library's website.*
 1. Jack McClain, Hillsdale Township spoke about concerns.

- VI. [EXPENSE AND REVENUE REPORT](#)

- VII. [CIRCULATION REPORT](#)

- VIII. DIRECTOR'S REPORT
 - A. [Program Stats](#)
 - B. On December 13, 2023 the Programs Coordinator and Director read to 300 students at Gier.
 - C. Annette Littley, Interlibrary Loan Librarian, has resigned. Her last day will be February 24, 2023.
 1. Liz Cole will be taking over Annette's duties with the director filling in as needed during the transition period.
 - D. The Garden Club took down Christmas decorations January 3.

- E. The library will be closed January 16, 2023 in observance of Martin Luther King Jr. Day. We will have an in house training day.
- F. Giving Tree Update.
 - 1. Large items gifted to the library were a chair mat and shelving unit.
 - 2. Small items gifted included cleaning supplies and multiple story time items such as snacks and craft supplies.

IX. COMMUNICATION

- 1. Friends of the Hillsdale Library Update
 - 1. The Friends Group raised \$340 by selling 77 tickets to 27 people. They also paid the shipping cost of \$189.44 for a donated book display from Book-in-Common in memory of Nita Phillips.
- 2. Woodlands Advisory Council Update

X. OLD BUSINESS

XI. NEW BUSINESS

- 1. Approval of [Hillsdale County Community Foundation Grant Application](#) Motion of approval made by Myers; seconded by Allen. All in favor.
- 2. Updated Policies: [Library Director Performance Evaluation Policy](#) Motion of approval made by Allen; seconded by Myers. All in favor. [Meeting Room Policy](#) Motion of approval made by Allen; seconded by Myers. All in favor. [Professional Development Policy](#) Motion of approval made by Myers; seconded by Allen. All in favor. [Staff Performance Policy](#) Motion of approval made by Allen; seconded by Hill. All in favor.

XII. BOARD COMMENTS

XIII. FUTURE BUSINESS

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

XIV. NEXT MEETING DATE: February 9, 2023 at 5 p.m. _____

- I. ADJOURNMENT: Allen moved to adjourn the meeting at 5:50pm; Myers seconded. All in favor.