

MEETING MINUTES
Hillsdale Community Library Board of Trustees
December 14, 2023

- I. Call to Order: 5:01pm
- II. Roll Call
 - A. Present: George Allen (President), Rebekah Dobski (Library Director), Karen Hill (Trustee), Laura Negus (Secretary), Joshua Paladino (Vice President)
Absent: Stephanie Stockford (Trustee).
 - B. Visitors to the meeting included: Linda Fogarty, Jack McLain. Penny Swan, Sara Yacks, Barry Hill.
- III. Approval of Agenda - Negus moved to approve the agenda including the addition of a communication from the Friends of the Library under VII Communications. Paladino seconded the motion. The motion carried 4-0.
- IV. Approval of Minutes - Meeting Minutes of November 9, 2023. Negus pointed out an error in the minutes at point X.D.2: the minutes read “The motion carried 4-0...” but should read “The motion carried 4-1...” Hill moved to approve minutes including this amendment. Paladino seconded the motion. The motion carried 4-0.
- V. Visitor Comments - Jack McClain, Penny Swan, Sara Yacks
- VI. Director’s Report
 - A. Various comments from the director:
 1. Regarding the November Statistics, Dobski pointed out that circulation and programming were down mainly because the library was closed several days in November over the Thanksgiving holiday. She predicts December to look similar since the library will again be closed several days for holidays.
 2. Dobski shared that the Kunesh trust check had just been deposited into checking; she was unsure whether it might be moved to investments.
 3. Dobski has taken over all cataloging from Liz V. other than cataloging of the literacy backpack items. Liz V. is still cataloging the backpack items.
 4. Dobski asked for feedback on the new format of the statistics report; the board was complimentary, although Allen asked that in future reports book circulations be divided into adults and children.
 - B. Balance Sheet - Paladino asked about the breakdown of funds and Dobski reiterated that the Kunesh check had only recently been deposited into the bank and is therefore still in the checking account rather than an investment account.
 - C. Revenue and Expenditure Report

1. Dobski said she was slightly concerned about the repair budget being exceeded since there is only approximately \$1500 remaining.
2. Allen asked for attention to line 271-790.000-815.000 Library Grant Expenditures. This line reflects the \$2000 spent on the literacy backpacks, which expenditure was covered by a grant and therefore not in the budget adopted in April..

VII. Communications

A. Friends of the Library

1. The Friends are talking to a CPA about their LARA approval and amending the tax issues reported to the board in November's Library Board meeting.
2. The Friends welcome a new treasurer as Holly Carpenter has stepped down.

VIII. Old Business

- A. Building issues: Salina Brosamer of DPS Administration is working with Foulk Construction regarding repairs after the spring storm. The previous quote for the door repair was \$2,940; the board discussed the need to get a new quote to update those numbers in order to include them accurately in the next year's budget. The board would also like a quote for total replacement of the doors, not simply repair. Dobski points out that the lock on the staff entry/exit door urgently needs replacing; she would like to address its replacement right away. Dobski will follow up with Ms. Brosamer about including door locks along with door repair/replacement.
- B. Kunesh Trust: Dobski had a thank you card for the members of the board to sign. Dobski presented language to be put on a plaque commemorating the Kunesh gift and asked for approval and/or revision. The board discussed specifically adding HCL in the language as well as slight wording suggestions, but left the final wording to the discretion of the director with no conditions.
- C. Staff Salaries - Correction
 1. At the start of the calendar year, 2019, part-time staff were making from \$9.25 to \$10.99 per hour, based on their position and length of employment. There was an increase that fiscal year, and the top pay was increased from \$10.99 to \$11.30 starting in July 2019. Currently, part-time staff make a range from \$10.10 to \$14.00 per hour.

IX. New Business

- A. Adding or Amending Library Policies - The board discussed the proposed revised version of the policy presented by Allen. Hill mentioned wanting language about the director maintaining the lead role in policy changes. Allen asked for input from the board on provisional changes and said he would rewrite and present for a future meeting.

- B. Budgetary Committee - Allen said he would like to see a budgetary committee formed to give more input to the city for budget development in order to ensure the library's priorities. Hill suggested more robust strategic planning for the committee. After discussion, Allen moved to assemble a budgetary committee composed of Dobski, Hill, and Allen, to be dissolved once the board votes on a budget proposal for the next year, presented by the committee. Paladino seconded the motion. After some discussion, the motion carried 4-0.
- C. Shelving purchase for literacy backpacks - Dobski shared that she and Heidi have a favored storage solution for backpacks and presented a few other options to the board. Allen asked which line item exactly will the purchase of the shelving come from? Dobski was not sure; Allen suggested asking the city for advice on where to pull those funds. Hill asked about a timeline for purchase for reasons of fulfilling the grant requirements. The board suggested circulating as soon as possible the backpacks that are ready, while still cataloging the others. Dobski agreed and said she would make them available as soon as possible.
- D. Unattended Children Policy - Dobski brought up the topic for discussion with the board. The library's policy currently allows children aged 8 and up to be unattended. Dobski wonders if this age should be higher. The board generally discussed the pros and cons of raising the age, largely deferring to the comfort level of the director and staff.
- E. Year end stipend for staff - Dobski spoke with Laura Sergent about the same special year end stipend arranged as previous years, plus one for Dakota, in recognition for their efforts in the absence of a director. Karen Lancaster and David Mackie were also consulted. Mackie suggested using the director surplus, but Sergent pointed out that benefits are still paid out, etc, so they were not in agreement about where the money would come from. Sergent said she is not sure of the line item, but is OK with the stipend pending board approval. Hill moved to accept stipends for staff as follows: Heidi - \$500, Annette, Liz, Liz, & Sierra - \$300, Dakota - \$100. Paladino seconded the motion. The motion carried 4-0.
- F. Internet Usage Policy - Regarding people emailing documents to library staff in order for staff to send them to printer: Brandon with the city IT department warned against this practice for security reasons. Dobski plans to change the policy to reflect this.

X. Board Comments

- A. Hill shared her condolences on the passing of Heidi's father. Hill pointed out that the giving tree in the lobby of the library has been very successful. Hill encourages social media likes and shares in order to promote the library. Hill expresses concern about Dobski not having a credit card yet for the job. [Dobski shared that the city is 'processing the request'.] Hill urged other board members to take advantage of the monthly MLA advocacy hours via Zoom. Hill shared the yearly financials for the Woodlands Coop in hard copy for the board to peruse.
- B. Paladino explained to the visitors the role of the trustees of the board and the election or removal of officers in the board.

XI. Adjournment- Hill moved to adjourn the meeting at 6:42pm. Negus seconded the motion.
Motion carried 4-0.