

MEETING MINUTES
Hillsdale Community Library Board of Trustees
January 11, 2024

- I. Call to Order: 5:00pm
- II. Roll Call
 - A. All Present: George Allen (President), Rebekah Dobski (Library Director), Karen Hill (Trustee), Laura Negus (Secretary), Joshua Paladino (Vice President), Stephanie Stockford (Trustee).
 - B. Visitors to the meeting: Linda Fogarty, Penny Swan
- III. Approval of Agenda - Hill moved to approve the agenda including the addition of the following amendments: a communication from the Friends of the Library under VII. Communications, and three items under X. New Business namely a) approval of grant application to Hillsdale County Community Foundation (HCCF), b) discussion of the BPU quarterly communications newsletter, and c) discussion of an open house for new director Dobski. Stockford seconded the motion. The motion carried 5-0.
- IV. Approval of Minutes - Meeting Minutes of December 14, 2023. Hill moved to approve the minutes as presented. Paladino seconded the motion. The motion carried 5-0.
- V. Visitor Comments - none
- VI. Director's Report
 - A. Various comments from director Dobski:
 - 1. Circulation is doing very well.
 - 2. Kalder and Gardner trust payouts both came at the end of December.
 - 3. Dobski sent thank you cards to everyone that donated to the giving tree (that she could find an accurate address for). Each family received 2 free movie rental tickets worth a total of \$20; the library received at least \$500 of donated items through the giving tree.
 - 4. Dobski graduated from her master's degree program and has received commensurate pay raise.
 - 5. Dakota has injured himself, unfortunately. reshelving is backing up as a result, but one of the volunteers has worked some extra shifts to help with that.
 - 6. Someone soiled a chair in the book nook area of the library. The chair was removed from the public area. It might be worth looking into more durable/cleanable chairs.
 - 7. Liz Voorheis hasn't done any cataloging since the backpack project, but has been very helpfully mending damaged books.

8. Nine literacy backpacks have been checked out.
 9. The library might close 1/13 for weather.
 10. Library will be closed 2/27 for library services (presidential primary voting). Set-up will begin 2/26 evening.
 11. VITA tax will be at HCL from Feb. 1 to April 15. They understand they need to give up a room on the day of primary voting.
 12. State Aide report was submitted Jan. 3.
 13. Dobski plans to begin an oversize book project soon. Oversize books are currently lying horizontally on the bottom shelves; Dobski will investigate dedicating shelf space to accommodate oversize books vertically.
- B. Balance Sheet - Dobski pointed out that approximately \$400,000 has moved from checking to investments. This was approved by Dobski when city finance employee Bumpus asked Dobski to approve it. Dobski acknowledged that she might have run this by the board and said she will do so in future. Allen agreed it is good practice to run such large financial decisions by the board.
- C. Revenue and Expenditure Report - Dobski explained that because the Ingram invoices stacked up in the interim between directors, the activity in the February report may look irregular. Accounts are all paid now, and Dobski is investigating some apparent bookkeeping irregularities in her online Ingram account regarding which invoices she is able to see.

VII. Communications

A. Friends of the Library

1. The Friends continue working with Greg Bailey CPA to re-establish tax-exempt status. Some necessary records are missing currently.
2. The Friends have moved their meeting to the fourth Tuesday of the month.
3. Friends are working on a Valentine's themed t-shirt sale to benefit HCL with an online vote for the design.

VIII. Old Business

- A. Adding or Amending Library Policies - Dobski agreed that the policy should be condensed for clarity and presented two edits to the proposed language. The board generally agreed with these edits and Allen said he would rework the document and bring it back to the February meeting.
- B. Budgetary Committee - Dobski met with the city about the budgetary process and received a broad overview which she related to the board. The board discussed in general the need to know what the library is expected to calculate regarding the budget, and what information and calculations the city will provide. Allen said it would be particularly helpful to know the expected return on investment of the new Kunesh money in formulation of the budget. The budgetary committee will continue to work with Dobski on these and other budgetary questions.
- C. Building issues:

1. Dobski reports difficulty communicating with Foulke construction regarding the external door repairs; she will continue trying to reach them for an updated quote.
 2. Dobski reported that the fax line has been updated.
 3. Hill asked about new computers that were to be provided to the library; Allen agreed that HCL was expecting new computers for patrons to access the catalog. The board suggested Dobski follow up with IT on this point. Dobski pointed out that the public access computers need updating; many are out of order. She plans to inquire with IT about this as well.
- D. Kunesh Trust: Dobski reported that there was an additional \$174 payout of the trust and shared the newly received plaque acknowledging the Kunesh gift which will most likely be installed in the entrance of the library. Hill suggested the plaque be announced on Facebook.

IX. New Business

- A. Approval of Grant Application to the HCCF - Dobski wrote an application for this library-specific grant for \$750 to cover summer reading materials and incentives. Allen moved to approve the application. Stockford seconded the motion. The motion carried 5-0.
- B. City of Hillsdale Quarterly Communications Newsletter - Hill presented the latest quarterly communication and pointed out the omission of Dobski as new director. She suggested Dobski inquire how the information is passed from the library to the newsletter in order for that to be as accurate as possible.
- C. Open House for new Director - Dobski agreed to an open house to welcome her to the library. The board decided on 4pm February 8, just before the February board meeting.

X. Board Comments

- A. Hill inquired about Dobski's city benefits getting set up; Dobski said they are in order. Hill inquired about HCL's employee handbook; Dobski said HCL has one, but it is old and needs updating.

XI. Adjournment- Stockford moved to adjourn at 6:20pm. Hill seconded the motion. Motion carried 5-0.