

MEETING MINUTES  
Hillsdale Community Library Board of Trustees  
February 8, 2024

- I. Call to Order: 5:07pm
- II. Roll Call
  - A. Present: George Allen (President), Rebekah Dobski (Library Director), Laura Negus (Secretary), Joshua Paladino (Vice President).  
Absent: Karen Hill (Trustee), Stephanie Stockford (Trustee).
  - B. Visitors to the meeting: Linda Fogarty, Ginger Novak, Annette Littley
- III. Approval of Agenda
  - A. Paladino moved to add item IX.B “Paving the Parking Lot” to New Business. Negus seconded the motion. The motion carried 3-0.
  - B. Paladino moved to approve the amended agenda. Negus seconded the motion. The motion carried 3-0.
- IV. Approval of Minutes - Meeting Minutes of January 11, 2024. Negus moved to approve the minutes as presented. Paladino seconded the motion. The motion carried 3-0.
- V. Visitor Comments - Ginger Novak
- VI. Director’s Report
  - A. Various comments from director Dobski in addition to the report provided in agenda packet:
    - 1. Printing/Copying/Faxing were down for about two weeks; statistics in those areas are down as a result.
    - 2. VitaTax is set up and operating in the meeting rooms.
    - 3. Key Opportunities, through Trustee Stockford, has connected three volunteers to help at the library.
    - 4. Dobski submitted the budget to the city today (Feb 8)
    - 5. Dobski has begun the oversize books relocation project mentioned at last meeting.
    - 6. Dobski is working on updating the barcodes on HCL materials, some of which have a superfluous “T” before the number, and some of which still read “Mitchell Public Library”.
    - 7. Dobski is investigating on-site library circulation services to area senior centers.
    - 8. HCL purchased a book rebinding machine to re-attach the separated block of a book to the spine when needed. This is very helpful and extends the life of the materials.

9. HCL now has a (donated) book magnifier set up by the computers for patron use.
  10. HCL may be a location for the Winterfest - Dobski waiting to hear back from coordinator.
  11. HCL will be closed on Tuesday February 27 to accommodate presidential primary voting
  12. Hillsdale Preparatory School will be holding a Reading Month event at HCL on Feb 29 from 5:30-7pm, not open to the public.
- B. Balance Sheet - Allen asked about line -202.000 Accounts Payable at \$2,914.30. Dobski believes that represents invoices which she has paid, but have not yet fully processed through.
- C. Revenue and Expenditure Report - Allen asked about the following four lines in revenues: -404.000 Special Acts, -569.000 State Grant, -587.000 Cont./local Units-Culture/Rec, and -656.000 Penal Fines. All have YTD balance of \$0.00, and he asked Dobski to please investigate when to expect these revenues.
- D. Budget Report- Dobski pointed out that she added \$5,000 to Capital Outlay (increasing to \$25,000) in order to cover both the carpet and doors replacement. The \$5,000 came from other lines, but no big changes. Allen asked about the budget total, which was cut off from the printout; Dobski estimated it to be \$262,000. Allen pointed out that line -702.100 includes a \$0.75 pay raise for part-time staff. Regarding Penal Fines (-656.000), Dobski pointed out that she increased the budget from \$20,000 to \$25,000; this is just an estimate, not knowing how much of this type of revenue the state will collect. Paladino asked about line -665.000 Interest. Why \$500 in the 2023/24 budget? Dobski says this is a holdover from older budgets. She increased this line to \$20,000 as a more realistic number.

## VII. Communications

### A. Friends of the Library

1. The Friends have furnished the library with an attractive “My first library card” sign for children to pose with when they receive their first library card.
2. The Friends continue working to re-establish tax-exempt status.
3. The Friends have canceled their February meeting since it clashes with the presidential primary.
4. The Valentine’s t-shirt sales raised approximately \$100 for HCL.
5. The Friends updated their bylaws at their last meeting.

## VIII. Old Business

- A. Adding or Amending Library Policies - Allen moved for the board to accept the policy as presented. Paladino seconded the motion. In the discussion, Dobski inquired why the language which stated that the “updated manual (be) published within 8 days of the meeting at which changes were approved” was removed.

Allen said that this language was too constraining on the City Attorney, through whom changes must pass before they become official. The motion carried 3-0 and will next be sent to the City Attorney for approval.

- B. Budgetary Committee - The budgetary subcommittee of Allen and Hill met with Dobski and discussed the budget which was submitted today (2/8). The committee does not expect to meet again.
- C. Building Issues -
  - 1. Dobski is still awaiting communication back from Foulke Construction regarding an estimate on door replacement. She was informed that the parties in question are traveling until February 16, at which point she hopes to discuss the estimate.
  - 2. There was a report from a staff member of oil dripping from a door last week; Dobski plans to investigate further.
  - 3. The rock wall that runs along the west side of the library property has loose stones which are reportedly removed on occasion by members of the public. Dobski will investigate the repair of the wall.
- D. Unattended Children Policy - Dobski presented an updated policy regarding unattended children in the library. Drawing on language from other libraries as well as guidance from the state, she proposed raising the age from under age 9 to under age 12, and added clearer regulations and language regarding the policy. Negus asked how she plans to communicate this to the public. Plans to communicate are still in discussion. Negus moved to accept the policy as presented. Paladino seconded the motion. The motion carried 3-0 and will be sent to the City Attorney for approval.

#### IX. New Business

- A. Temporary Library Cards - Dobski presented to the board an idea to provide temporary library cards to members of the HCL service area who may not meet the current requirements of library card holders. This was prompted by the fact that literacy levels are falling generally, and the library is uniquely capable of connecting people with books, particularly children. When discussing with other librarians in the state how to address falling literacy and reach more people in the service area, many said they use temporary library cards with success. These come with a short (3-6 month) expiration date, as well as low item limit, and no MeLCat access. Dobski is still working on the finer points, such as how to verify that patrons are in the HCL service area, and plans to bring the idea back to the board in more detail in future.
- B. Paving the Parking Lot - Trustee Paladino said a city council member suggested the library investigate the paving of the parking lot, particularly the lower (southernmost) parking lot. The board discussed how the lower lot is used by many people outside the library community as well, and wondered if that lot is indeed entirely owned by the library. Dobski plans to investigate.

#### X. Board Comments

A. Allen thanked Ginger Novak (in attendance at the meeting) for attending the Meet the Director event immediately previous. He also thanked all those who contributed to that event.

XI. Adjournment- Paladino moved to adjourn at 6:31pm. Negus seconded the motion. Motion carried 3-0.