

MEETING MINUTES
Hillsdale Community Library Board of Trustees
March 14, 2024

- I. Call to Order: 5:00pm
 - II. Roll Call
 - A. Present: George Allen (President), Rebekah Dobski (Library Director), Laura Negus (Secretary), Joshua Paladino (Vice President) [Tardy], Stephanie Stockford (Trustee)
Absent: Karen Hill (Trustee)
 - B. Visitors to the meeting: Linda Fogarty, Penny Swan.
 - III. Approval of Agenda
 - A. Stockford moved to approve the agenda as presented. Negus seconded the motion. The motion carried 3-0.
- [Trustee Paladino Arrived 5:05pm]
- IV. Approval of Minutes - Meeting Minutes of February 8, 2024. Discussion included Dobski correcting item VI.A.12: the Hillsdale Preparatory School literacy night at HCL on 2.29.24 was actually open to the public, which Dobski found out after the 2.8.24 meeting. Negus moved to approve the minutes as presented. Paladino seconded the motion. The motion carried 4-0.
 - V. Visitor Comments - No comments
 - VI. Director's Report
 - A. Various comments from director Dobski in addition to the report provided in agenda packet:
 - 1. Dobski met with the city finance team regarding her budget proposal. Proposal is nearly finished.
 - 2. Dobski suggests that the budgetary committee next year focus on a library narrative (condensed strategic plan), rather than specifically on numbers.
 - 3. The Key Opportunities volunteers are no longer helping at HCL; Dobski thanks them for their work.
 - 4. A city water valve replacement mandates closure of HCL on 3/26 and 3/28. This is unfortunately during Spring Break, but cannot be changed.
 - 5. Dobski is now a notary and offering notary services to library patrons.
 - 6. The 2.27.24 presidential primaries closing of HCL did not greatly increase foot traffic in the building.

7. The 2.29.24 Hillsdale Prep literacy night had 60 people in attendance.
 8. The HCCF grant was approved mid-February. The check arrived soon after and Dobski bought summer reading items with the grant.
 9. Heidi was at the Gier Elementary literacy night event to do outreach for HCL the night of the meeting (3.14.24).
 10. Dobski pointed out that at the time of the meeting there were only 4 literacy backpacks on the cart; these are very popular items and we are on track to meet the circulation goals for these items.
 11. Dobski, while noting that children's item checkouts remain strong, would like to investigate how to better retain young adult and adult patrons. Negus wondered if these users might use Libby/Hoopla instead; Dobski said she is not able to get granular enough statistics on these tools to answer that question.
 12. Program attendance is up across the library events.
 13. HCL received another Kunesh insurance payout [amount unspecified at meeting].
 14. There are currently only 2 public computers at HCL that communicate with the printer; this is lowering printing numbers and causing a problem for patrons. Dobski hoped city IT would be out to fix the problem very soon.
- B. Balance Sheet - Dobski had to issue two refunds for a combined \$150 approximately. One was a MeL item marked missing in transit that was then found, so HCL refunded this item. The other was a room rental that was no longer needed.
- C. Revenue and Expenditure Report -
- i. Dobski, answering questions from last month about specific line items, reported the following: 1) State Grant money disburses awkwardly; it is awarded in a first-come-first-served manner. Usually HCL receives a half payment in late March/early April, and then a half payment sometime in August which gets backdated into the previous fiscal year, and typically goes to the Woodlands Cooperative. 2) The Cont./Local Units-Culture/Rec line item (ending 587.000) represents monies from the Hillsdale and Jefferson Townships. These are billed in February and usually paid by April. Allen wonders if there should be a slow, steady increase to the townships to match our in-city patrons experiencing tax rises.
 - ii. Dobski pointed out that line ending 692.011 is a new line created by T. Bumpus for non-specific grants such as the one recently awarded by HCCF for \$750.
 - iii. Regarding the expenditures line ending 750.000 Periodicals/Magazines, there have been no bills to pay. Dobski cannot confirm that we have any current magazine subscriptions and has not yet received a bill for the newspaper.

VII. Communications

A. Friends of the Library

1. The Friends had no meeting in February because of the clash with the presidential primary voting.
2. The 501(c)(3) status was submitted but denied due to a problem with the paperwork; they are amending this and resubmitting, and expect to be approved.
3. The 3.26.24 meeting has been moved to Fether Studios due to the HCL closure.

VIII. Old Business

A. Adding or Amending Library Policies - Waiting for City Attorney to respond to the policy approved by board last meeting.

B. Budgetary Committee - no additional meetings of this committee; it will dissolve once the budget is approved.

C. Building Issues -

1. Foulke Construction has still not responded to investigations about door repair estimate. Dobski asked if we wanted to wait until closer to the FY break to request an estimate? Allen suggested continuing to seek a response/estimate since communication has been slow.
2. After the primary voting on 2.27.24 one of the entrance doors was left ajar (did not close properly after the last person). G & G glass came to look at the door and investigate why it did not close. They assessed that the door has a problem, but that the fix for it is not urgent. Door is working OK for now.

D. Unattended Children Policy - Waiting for City Attorney to respond to the policy approved by board last meeting.

E. Temporary Library Cards - Dobski presented the ONE Card and E-Access Card options to the board and discussed the merits of each. ONE Card is a temporary (90 day) card allowing patrons to borrow one physical book at a time. The E-Access Card is also a temporary (6 month) card which allows patrons access to digital content. Both cards come with various rules and regulations including the right to revoke such cards if rules are broken. Stockford asked if we could consider both, which the rest of the board agreed with. Board also discussed at Stockford's suggestion the merits of an internal checkout system for restricted items such as new books. Allen finished by suggesting Dobski craft the most generous policy for the temporary cards, which policy could be amended if it is found too generous in practice.

IX. New Business

A. Parking Lot and Stone Wall - Salina Brosamer at DPS confirmed that the lower and upper parking lot are part of the library parcel, but the city maintains them. There is no further information about who is responsible for the rock wall and its repair.

- B. Director's Annual Review - Allen acknowledged Dobski's completion of her part of her annual review and asked all board members to please submit their reviews to himself by 4.30.24. He plans to compile and prepare them for the 5.9.24 board meeting. Dobski asked about the language of "daily statistics" in the evaluation form. There are very few daily statistics collected at HCL and she suggested it be amended to "regular statistics" or "monthly statistics". The board discussed the need to generally revise the annual review form by next year to most accurately reflect HCL.

- X. Board Comments - None.

- XI. Adjournment- Stockford moved to adjourn the meeting at 6:14pm, Paladino seconded the motion. Meeting adjourned.