

MEETING MINUTES
Hillsdale Community Library Board of Trustees
April 10, 2025

- 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).
 - B. Jaminda Springer (Trustee) was absent with notice.
 - C. Visitors to the meeting: Brianna Crall, Tara Scott, Jack McClain, David McConnell.
- III. Approval of [Agenda](#) - Hill moved to accept the meeting agenda as presented. Negus seconded; the motion carried 4-0.
- IV. Approval of Minutes of [March 13, 2025](#)- Negus moved to accept minutes as presented. Paladino seconded; the motion carried 4-0.
- V. Visitor Comments - Tara Scott, Jack McClain, David McConnell
- VI. Director's Report
 - A. Various comments from director's report:
 - 1. Verso ILS (integrated library system) changed statistics reports and there appear to be inconsistencies that are concerning. Allen asked if HCL should consider a new ILS. Dobski replied maybe, but she has not researched it at length.
 - 2. Winter reading concluded. There was smaller participation than summer, as usual, but still a good number and it is a very manageable, inexpensive program.
 - 3. Build-a-teddy was a successful and fun event; good feedback from participants.
 - 4. Programs in general are seeing an increase in attendance. Hill asked about the half-day program, in which the library provides programming when the public schools have a half day of school. Dobski said there was not a lot of participation, however it was also the first nice weather day of Spring.
 - 5. Allen asked about the report item stating that reference questions are up. Dobski explained that there has been an increase of patron interaction at the desk involving a variety of questions and resources.

- B. [Balance Sheet](#) - Dobski noted that on line ending -040.001 Accounts Receivable - M/R there is \$13,800 listed, however to her knowledge that money was not actually in the account at time of printing. Allen speculated that perhaps the city put it on the sheet knowing it was on the way.
- C. [Revenue and Expenditure Report](#)-
 - 1. Allen asked about line 271-000.000-667.271 Rents- Meeting Rooms. Dobski said that revenue should increase, but probably not up to the \$7,500 budgeted for that line. One reason is that Vitatax is using less space than in previous years.
 - 2. Negus asked about line 271-790.000-818.000 Insurance; why was there no money budgeted for this line? The expense is currently at 7,651.55. Dobski is unsure; she is not responsible for this line in the budget, however that appears to be a mistake. The board also wondered why the amount budgeted for FY 25/26 is low on this line (\$1,500).
 - 3. Allen asked about line 271-790.000-850.000 Telephone; there was \$2,806 budgeted, but only \$813.07 spent YTD. The 25/26 budget has brought the budgeted number down, but still seems high at \$2000. Board would like this item investigated.

VII. Communications

- A. Friends of the Library - the Friends mailed out letters to solicit more membership which included an explanation of its mission as well as a QR code to pay for membership in order to streamline that process.

VIII. Old Business

- A. Annual Library Director Evaluation - Dobski has submitted her self evaluation. Board members need to complete their evaluations of Dobski and submit to the President of the Board before he submits the final evaluation.
- B. [Carpet Replacement Bid Process](#) - There have been three bids so far for the carpet replacement. Dobski felt that the high amount that Christoff bid, along with the limited information in their proposal should strike them from consideration. She shared that Willowbrook submitted a detailed plan, and received good reviews from their work at City Hall. Dobski currently favors Seelye for their good interactions and communication regarding the project. Allen moved to approve the director moving forward with either Seelye or Willowbrook if legally necessary with respect to the bid timeline, or to bring more information to the board if desired and within the legal timeline of the bid process. Hill seconded the motion. The motion carried 4-0.

- C. Library Fund Investments Discussion - Trustee Springer spoke with Sharon Bisher at HCCF, and still has some questions which she plans to investigate. She will present findings to the board in May.

IX. New Business

- A. Adoption of Annual Budget for FY 2025-26 - The board looked over the proposed budget and asked questions and made comments.
 - 1. Estimated Revenues: Paladino commented that regarding line 271-000.000-402.000 Current Taxes, he expects the budgeted amount to be exceeded due to increased taxes from Meijer. Negus asked about meeting room rents and whether that figure should be adjusted even further down; Dobski replied that she will leave it as is, and if there is a shortfall it will be covered elsewhere. Paladino asked about line 271-000.000-573.000 Local Community Stabilization Share. Dobski and Allen are both unsure how the city determines this figure.
 - 2. Appropriations: Dobski commented that the wages lines will be adjusted up as per decisions made at the previous board meeting. Negus asked about the change in the children's supplies line; Dobski replied that this line has been renamed "programs" (-726.000) to better reflect its use. Allen asked about the increase in line -802.000 Technical Services; Dobski explained that wireless access points are getting updated, which require a larger up-front cost.
 - 3. Paladino moved to adopt the budget as presented. Hill seconded the motion. The motion carried 4-0.
- B. Adoption of Annual Report - The board offered minor formatting and style suggestions to the report. Dobski shared that she would like to offer more data on summer reading going forward. Paladino asked why there is such a delay in presenting the annual report to the city? Allen explained that April is the annual meeting of the board, and the precedent is that that is the time that the annual report gets adopted, so it is simply the earliest annual meeting after the end of the fiscal year. He is open to the board changing that in future. Hill moved to accept the annual report with the minor changes discussed. Paladino seconded the motion. The motion passed 4-0.
- C. Election of Board Officers -
 - 1. President - Hill moved to elect Negus for President. Allen seconded the motion. The motion carried 3-0.
 - 2. Vice President - Paladino moved to elect Allen for Vice President; Hill seconded the motion. The motion carried 4-0.
 - 3. Secretary - Allen moved to elect Paladino for Secretary; Negus seconded the motion. The motion carried 4-0.

- X. Board Comments - Negus led the board in thanking Hill for her service on the library board; Paladino thanked her also for sitting on the Woodlands board. Hill expressed how much she enjoyed her service on the board through the years, particularly how much she learned about the library. Hill asked about the Public Comment section being moved to the end of the meeting, in response to a visitor comment. Allen said that the law states that public comment must be available, but that the board does have latitude to place it anywhere in the agenda of the meeting.
- XI. Adjournment- Negus moved to adjourn the meeting at 6:34pm. Hill seconded; the motion carried 4-0.