

**Hillsdale Community Library Board of Trustees  
Meeting Minutes for September 21, 2017**

Meeting called to order by President Mark Maier

**Roll Call:** Director Mary Hill, Mark Maier, Jean Nolan, Darryl Hart, Melissa and Rickie Freeman

**Guests:** Emily Buelow

**Approval of the agenda:** Approved as amended

Emily Buelow from the ISD asked about using space in the library for the Young Adult Program serving 18-26 year olds. There are 10-30 students who would be in and out of the setting. They work at being self-advocates, independent and performing volunteer services. They would use the library to practice money skills and would be within walking distance of downtown to gain practical applications. Some students have disabilities and would require a changing room. They would operate on the school calendar. Emily asked about bringing in a locked cabinet and a smart board and if it would be possible to leave them. They would like to offer us \$6,000.00 for the year and the students would help with janitorial work. An architect would have to approve the rooms before they could rent. Everyone thought it was a great idea and approved having Mary negotiate a contract with the ISD.

**Approval of the Board Minutes of the July 20, 2017 meeting:** Jean moved, Rickie second

**Reports:**

**Circulation:** Patron Circulation for July 2017 (checkouts & renewals): 4,141

Total Circulation (handling of materials) for June 2017: 11,395

Patron Circulation for August 2017 (checkouts & renewals): 4,039

Total Circulation (handling of materials) for August 2017: 11,624

**Internet:** not given

**Web Page:** 139 per day

**Door Count:** 5,127 for July; 5,895 for August

**Programs:** In July and August, 405 children and 75 adults attended 11 children's programs.

In July, 10 adults attended 2 programs; in August 14 adults attended 3 programs.

**Summer Reading:** 24 of 48 adults completed the program

**AWE Children's computer stats:** 14,192 for July; 14,315 for August

**Ancestry:** 130 for August

**Financial**

The report ending August 31 was presented. \$39,575.77 in fines was received in July and \$775.95 was received in August.

### **Communications:**

There were none.

### **Director's Report**

Mary announced the changes in staff-Vickie Lee became the Children's Librarian, Annette Littley became the Librarian Associate, and Abigail Hardin became a page. Mary is going to get a cash register. The audit is almost done and we are about \$50,000.00 to the good. Mary met with the City Manager and the ladies at Mitchell Resource Center. She will serve as their liason with the city and will assist them with creating a budget and a technology plan that does not involve our server.

There were two incidents of vandalism. One involved damage and theft of books in the teen room. The other was a patron driving into the building. Steve the Painter estimated the repair at \$100.00. Mary would like to add the teen books to the adult collection and use that room for programming. The children's room is too small for our needs and we would be better served to put the younger children in that room. She would also like to take out the business center, place the computer elsewhere and make a more comfortable seating area.

Mary submitted a grant for purchasing non-fiction children's books, AV and a set of encyclopedias. She attended the County Librarians meeting, the Woodlands Cooperative meeting, and the Advanced Director's workshop at the State Library.

### **Old Business**

The website is moving forward. Hosting is now configured and WordPress has been uploaded. Genesis framework has been installed. Changes and additions have been made to help with site security.

### **New Business**

We received a contract from Woodlands Cooperative for 1 year. Mary suggested we should change to SouthWest Cooperative since we could get more for less. The comparison sheet was favorable for making the switch. The change could not take place this year because you must give a 6 month notice to change cooperatives.

Our technology is at a crisis level. We do not have a contract to fix our public computers. Doberman gave us two computers but our current equipment is in bad shape. Mary is meeting with Sabretech and working on a technology plan. We need to know if our catalog is hosted on our server or in the cloud.

We do not have a 501 C3. We need to get a Friends of the Library group formed. We need to find someone who would be willing to get it going. Mark suggested asking Leeann Rumler about it.

We agreed that the library should be closed on Friday and Saturday for this year's observance of Veteran's Day. We also agreed to change board meetings from the third Thursday to the second Thursday, beginning in November. There will be no October meeting.

Just so everyone is aware, Mark listed expiration terms for each member. They are: Mark - 11/17 (he will renew); Jean - 11/18; Darryl and Melissa - 11/20 and Rickie - 11/21.

**Board Comments:** None

**Adjournment:** adjourned at 8:23

**Next meeting: November 9, 2017**

Respectfully submitted by Rickie Freeman