

Hillsdale Community Library  
Board of Trustees Meeting Minutes  
February 18, 2016

Meeting called to order by President Mark Maier

**Roll Call:** Director LeAnn Beckwith, Mark Maier, Jean Nolan, Rickie Freeman, Darryl Hart  
and Melissa Holm

**Approval of the agenda:** Accepted with addition of budget

**Approval of the Board Minutes of the January 21, 2016 meeting:** Accepted

**Reports:**

**Circulation:** Patron Circulation for January 2016 (checkouts & renewals) - 3,273

Total Circulation (handling of materials) for January 2016 – 8,506

Overdrive: 377 for January 2016 (375 in January 2015)

**Internet:** Computer Usage: January 2016 - 170 patrons, 693 logins, 417 hours  
Wireless Usage: January 2016 – 817 patrons

**Web Page:** 832 views for January 2016 (77 views were for Mitchell)

**Ancestry:** 490 searches in January 2016

**Door Count:** 3,581 people entered the library in January 2016

The total door count so far for 2015-2016 was 32,242; for 2014-2015 door count was 59,374; for 2013-2014 door count was 58,779 and for 2012-2013 door count was 63,521

**Programs:** For January 2016 -132 people at 8 events for kids- 79 people at 4 Story Times; 3 teens at 1 Making Stuff Program; 24 people at 1 Lego Club; 18 kids at 1 Library Visit; 8 kids at after school movie

For January 2016 -46 people at 5 adult events- 10 people at 1 Café Color; 36 people at 4 yoga classes

Online book club: 22 members

Passive Programs: I Spy- children's room took January off; Coloring- children's room  
Patron Puzzle Challenge- Main library adults & children

**Financial:** Because Bonnie has not finished everything yet, LeAnn gave us estimated revenue and expenditure reports. However, she thinks everything looks good. The repairs we talked about last month for the MRC have been affected and the building should re-open on Monday.

**Communications:** MRC minutes were not received because their regular recorder was not present at the last meeting.

**Director's Report:** LeAnn said the drinking fountain wall has been repaired and it looks great. The work was done by Ron and Ryan Schofeld of M & S Construction (they do not do flat roofs.) She asked them for a quote to repair the meeting rooms. Jaci's nephews indicated that the family could probably cover the cost of repairing the rooms and shampooing the carpet. No progress has been made on our sign.

LeAnn attended a department head meeting and learned that the police will do an active shooter seminar for library personnel. LeAnn would like to close the library that day and find some other training that would be available. Mark suggested that we could help preserve the meeting rooms by getting rid of our current tables. Everyone felt that was reasonable.

**Old Business:** There was none.

**New Business:**

**Budget:** LeAnn presented two budget options for the 2016-17 year. Option 1 included hiring a full-time employee and resulted in a deficit. Option 2 provided for two part-time employees and balanced. Bonnie pointed out that we have \$152,626.00 in the fund balance and could approve the budget with a deficit and use that money to balance it. If we approve the balanced budget with two part-time employees we can always revisit the budget later and amend it. The new budget does not include Nonik so, if the new employee doesn't have IT experience, LeAnn will have to cover that. We expect the penal fines to stay the same or go up but there are no guarantees. LeAnn doesn't like the idea of presenting a deficit budget to the department heads and new city manager. The board concurred. Jean moved to approve Option 2 with the balanced budget and Melissa seconded. The motion carried. LeAnn will bring a job description for the posting to the next meeting. The biggest areas where LeAnn needs assistance are with book ordering and cataloging. Mark will check with a retired librarian from the college to see if she could volunteer some time.

**Visitors' Comments:** None

**Board Comments:** none

**Adjournment** : 7:48 p.m.

Respectfully submitted by Rickie Freeman