

**Hillsdale Community Library Board of Trustees
Meeting Minutes for July 20, 2017**

Meeting called to order by President Mark Maier

Roll Call: Director Mary Hill, Mark Maier, Jean Nolan, and Rickie Freeman

Guests: Leslie Warren

Approval of the agenda: Approved

Approval of the Board Minutes of the June, 2017 meeting: minutes were not available

Reports:

Circulation: Patron Circulation for June 2017 (checkouts & renewals): 4,120
Total Circulation (handling of materials) for June 2017: 10,194

Internet: not given

Web Page: not given

Door Count: Mary intends to give that information quarterly

Programs: for June 2017 - 177 people at 11 events - 36 people at 5 Lil' Cubs Story Time; 16 people at Lego Club; 23 people at 2 Making Stuff Crafty Club; 92 at 2 Eye Spy programs; 10 at Café Color; 15 at Library Fun Day; 77 at Michigan Wetlands; 55 at Build Recycled birdhouses; 4 at Picturing Place workshop; and 103 in Buzz Summer Reading program

Financial

The report ending June 30 was presented and a notice of \$946.70 in fines received.

Communications:

There were none.

Director's Report

Mary thanked everyone for their welcome and help. She has met with Kay Freese, Bonnie Tew and David Mackie. A staff meeting was held and they identified strengths and areas they wanted to work on. There is a need for training in the use of Verso. The location of the large print was switched with the paperbacks to provide better lighting. Mary met with Current Office Supplies to request a quote on a new copy machine and would like to change the pricing of copies. She is working on a technology plan that will specify annual rotation of computers, placed the July book order and worked on the cataloging. Mary has also written a grant for the Public Library Conference to be held in March in Philadelphia.

Old Business

There was none.

New Business

Mary said the website needs attention. She presented a quote from NETdesigns for a quality website for \$3,500-\$3,800. Maintenance could be added for \$125.00 quarterly. The funding could come from what we have in the Community Foundation. Jean moved that we accept the quote with the added maintenance and pay with the Foundation money. Rickie seconded. Motion passed.

The second item was the copy machine. The current one is five years old. A lease for a new one would be \$96.11 for 60 months. Funding is already in the budget to cover this. Jean moved and Rickie seconded leasing the copier from Current Office Supply at the specified terms. Motion passed. Mary proposed that we reduce the price of copies. The new copier will cost even less to make them and our current price is much higher than we need to recover our costs. She proposed that we charge 10 ¢ for black and white and 25 ¢ for color copies. She also suggested a \$1.00/page flat fee for faxing with a free mandatory cover sheet that would advertise the library. Overseas faxing would be \$5.00/page. Rickie moved and Jean seconded to approve the suggested rates for copying and faxing. Motion passed.

Finally Mary brought up the inclusion of social security numbers on the current application for library card. With so much hacking of information this is probably not something we want in our system. While it may not be possible to remove this data from our system without doing it individually we could choose not to request it any more. Jean moved that we remove the social security number from the application and Rickie seconded. Motion passed.

Board Comments: None

Adjournment: adjourned at 7:40

Next meeting: September 21

Respectfully submitted by Rickie Freeman