

Minutes of the Hillsdale Community Library Board of Trustees

June 18, 2020

- I. The meeting was called to order by President Jim Bowen at 7 p.m.
- II. **Roll Call:** Jim Bowen, Rickie Freeman, Darryl Hart, Karen Hill, Mary Hill (Director) present  
Mark Maier absent  
Guests: Peggy Kast, Vickie Lee, Bob ~~LA~~ *AVALLE*
- III. **Visitors' Comments:** None
- IV. **Approval of Amended Agenda :** Moved by Freeman, seconded by Hart, unanimous
- V. **Approval of Minutes of the Last Meeting:** Moved by Freeman, seconded by Hill, unanimous
- VI. **Reports:**
  - A. **Financials:** Mary gave a report stating we would "squeak through this year" noting we would not know the amount of the penal fund check until beginning of August. Bowen questioned/ commented that we have spent \$86,000 more than we have taken in.
  - B. **Statistics:** None as we have been closed
  - C. **Programs:** Mary is still planning on partnering with the college in the fall/winter for a Winston Churchill program. Vickie obtained Wandoo Readers which can be used for a summer reading program. Mary has acquired Tumble Books which will be one of the drop downs on the front page of our website. It has books to read along, videos, and multiple levels for beginning readers.
  - D. **Communications:** None
  - E. **Director's :** Mary has been in conferences listening to what other libraries are doing. She reported that Reading and Camden libraries are open; Jonesville is doing curbside. MEL deliveries will not occur until 75% of the libraries are back in business.
- VII. **New Business**
  - A. **Update on Library Grants:** Mary reported that she has brought in \$15,000. The \$500 PPE grant is guaranteed. The \$3,000 grant is pretty much guaranteed but errors were made in what could be ordered; Mary requested "content" but "connectivity" was the intent. Bowen suggested Mary get with the City I.T. dept. to make sure that what was requested was compatible with what we had and the existing infrastructure. Bowen questioned the rest of dollar estimation and Mary said we were getting money back

from Woodlands and from the state. Freeman reminded us that there was a \$5,000 grant for Mary's salary.

- B. **Preparedness going forward:** Mary was looking at the next phase of reopening being after July 4<sup>th</sup>. She could foresee opening by appointment. We can't have more than 10 people in the building at once and that includes staff. With social distancing rules, only three computers could be used at any one time and then sanitized between users. Staff would make all requested copies and handle the FAX machine. We have reduced hours and car side pick-up. The book drop has been extremely busy with lots being returned; these items are currently quarantined in the children's area. The city furnished one thermometer; Mary has purchased two others. Bowen stressed that we need to let the public know our plan for reopening - through door signage, media and Facebook posts. Hart requested that Mary present her plans at the next meeting in two weeks; we should have two or more options so that we would have a "pull back plan" if necessary. Mary would like guidance from the board.
- C. **Drop Box:** Mary presented her recommendation for a new drop box; our current one has been repaired and has issues. Hart made the motion to purchase the Kingsley 60K series box which will be paid for with the interest from our endowment fund at the HCCF. Supported by Hill and unanimously passed. DPS will handle installation and store the old one to use for parts.
- D. **Children's Position:** In light of our budget and subsequent need to reduce the hours of our Children's Position, Mary was looking at most needed times. Mary stated that our busiest times would be after school and Friday mornings during story time. Mary reported that our current census number is 11,870 and we are class 3. If the number increases to 12,000 or higher, we would be bumped back up to class 4. If that happens, the requirement for the Children's position would be a bachelor's degree, level 4 certification, or being grandfathered in. If Vickie had stayed on staff, for example, she would meet the criteria. Bowen asked for any comments from Vickie regarding her position and resignation. Vickie stated she had wanted to stay on and she wished that she had been consulted about her hours being cut; she would have offered to give up her benefits to keep her hours. She had also hoped to at least provide summer programming to the children in the county. Hill thanked Vickie for her service noting that Vickie was very welcoming to families and especially to the after-school children who had nowhere else to go. Vickie's resignation was to have been effective June 30 but Vickie felt she needed to leave Wednesday, June 10.
- E. **Library Operations:** Bowen distributed copies of the Library Director Performance Evaluation policy from our board book. Mary will provide Hill with her policy book. Hill had previously inquired about an evaluation being needed. Freeman found a record of the last evaluation of our director in 2018. She explained that a 2019 evaluation had been scheduled but two board members were unavailable that meeting. Bowen asked Mary for a plan to move forward with working with Hillsdale College and volunteers, specifically addressing issues with students and Mr. Jeff Rogers. Hill stated that Hillsdale College is a valued resource in our community for volunteers, donations, etc. Bowen

also addressed the need for improved communications citing that we could have “saved” Vickie if communications had more effective regarding her benefits and hours. Hill added that she had felt uninformed about the “noose incident” and asked for clarification about what happened. Mary accepted responsibility and said it was during a stressful time at the library with the homeless situation and being short staffed. Vickie stated that she and Heidi went through surveillance tapes and she found that the noose was hung on February 15; it was not found until 19 days later.

VIII. **Old Business:** The budget for 2020-2021 was discussed. The revised budget can be found in our agenda. With this proposed budget, we would end with a small fund balance of \$10,150. Mary was asked to present the budget to Mr. Mackie and Bonnie Tew. Mary had requested help from Tina. \$30,000 had been put in revenue twice and had not been caught until Mary met with Mr. Mackie. Bowen questioned where those two \$30,000 figures had been in the budget. Mary cited that repairs are needed to fix a roof leak around the tower; cost was not yet determined. Hart moved to approve the revised budget, seconded by Freeman and unanimously approved.

IX **Board Comment:** Our next meeting will be July 2 at 7 p.m. on Zoom due to at least two board members being out of town.

X. **Adjournment:** The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Karen Hill