

## Hillsdale Library Board

### Minutes of the October 8, 2020 Meeting

**Members Present:** Jim Bowen, Rickie Freeman, Darryl Hart (via Zoom), Karen Hill, Director Mary Hill, George Allen (board member pending approval by city council, via Zoom),

Guest: Kate Andrade, Woodlands Co-op Director

**New Business:** New Business was moved to the top of the agenda to accommodate Kate Andrade, our guest from Woodlands. She spoke about strategic planning and encouraged the board to talk to our community including stake holders such as city staff, patrons, school representatives, and focus groups such as service groups. She recommended using a survey tool, taking time to create the questions and later analyzing the data. Survey questions could include topics such asking about our hours, programming that could be added, the need for more electronic resources, etc. The data we gather would help us with planning and also could be used for grant writing. Kate's assistance is a service provided by Woodlands. Statistic students from Hillsdale College could perhaps be recruited to analyze the data from the surveys.

**Approval of Agenda:** Motion made by Freeman, supported by K. Hill, unanimously approved.

**Approval of the Minutes:** Motion made by Freeman, supported by Hart, unanimously approved.

#### **Reports**

**Financial Reports:** Mary reported that in this new budget year, we are open fewer hours and have fewer staff so wages are down. State aid came thru at 43 cents per capita We get 1 mill from the city of Hillsdale and small amounts from Hillsdale township and part of Jefferson township. Bowen asked several questions regarding the financials. K Hill inquired about Vickie Lee and if comp time had been paid as submitted and where that was reflected in the budget. Lee was paid \$1,176.00 and it was taken out of last year's budget.

**Director's Report:** M. Hill thanked Freeman for all of her time with the story hours and commented about how well received they were. Staff members Heidi and David have been making "make it-take it" project packets. M Hill will be looking to hire a part-time Children's librarian. Heidi has received additional training with social media and our Facebook numbers have increased. Four laptops have been delivered; these were purchased with grant money. The city IT department configured them with our network and restricted them to work only on the library's wifi. M Hill places a standing order with the Junior Library Guild and with Large Print books. The library is now open to walk-in patrons; temperatures are no longer being taken at the door but masks should still be worn. M Hill has put an announcement on WCSR, updated Facebook posts, and has changed the sandwich board outside at the curb to reflect this new status. An increase in patron usage has been a bit slow as word gets out to the public.

**Old Business:**