

Hillsdale Community Library Board

August 13, 2020 Minutes

Call to Order: The meeting was called to order just after 7 p.m. after members joined via Zoom.

Roll Call: Jim Bowen, Karen Hill, Mark Maier, Rickie Freeman, Director Mary Hill Absent: Darryl Hart

Staff Members: Heidi Pruitt, David Kohli-Roberts, Annette Littley, Sierra Smith

Visitors' Comments: None

Approval of Agenda: Moved by Hill, seconded by Freeman, unanimously approved

Approval of Minutes of the July 23, 2020 meeting: Moved by Freeman, supported by Hill, unanimously approved

Reports

Financial: Jim asked if the provided financials would be final for last year. Mary felt they should be. Mary stated that she is on the budget committee for the co-op; we can expect a decrease in state aid and would not see that until September or October.

Statistics: Please see board packet

Programs: Rickie was thanked for continuing to do Read alouds on Facebook. Heidi and David have assisted with putting together craft packets for children.

Communications: Woodlands Contract (to be discussed later in the meeting)

Director's: All but 7 of the 50 summer reading packets were picked up by families. Bowen asked what the response had been from patrons about curbside pick-up and our hours. Mary felt patrons were happy. Hill added that she had had inquiries from patrons about when we were re-opening. Mary plans to add a "sandwich sign" with her PPE grant money. The board recommended other public service announcements on WCSR, an article in the Hillsdale Daily News and something stated on televised city council meetings. Maier will check with the Collegian staff when they return to campus. Mary reported that we have spent close to \$2,000 on PPE thus far and would like to add a free-standing hand sanitizer by the front door. Regarding the \$3,500 CARES grant money that we are assured to receive, we have to spend the money first and then it is reimbursed. IT will select laptops for us.

New Business

Library Director Evaluation: According to our board policy book, a director evaluation should take place each spring. Maier stated we have not always followed that policy. Mary has not been evaluated by the board for the past two springs. Bowen said that we had not set library goals last year so Mary's evaluation would look different and that we needed to some strategic planning moving forward. Hill stated that we could evaluate Mary as far as personal/professional skills. Hill mentioned SWOT strategic planning method. Mary said she had used that process in previous cities and said a facilitator from Woodlands could join us via ZOOM and help us with that system. The board agreed we needed to start that process before Maier term limited on the board. Maier's input would be most helpful as he has longevity on the board and previously served as our director. Mary will contact Woodlands and we are looking at September.

Old Business

Woodlands Contract: Hill thanked Maier for the letter he wrote (please see board packet); one correction was made. It was agreed to sign the letter from the entire board as a sign of unity. Mary feels we need to go with the contract and Maier agreed. It was moved by Maier and seconded by Freeman to approve the contract; unanimously passed.

Library Re-Opening: Hill had visited the library in-person and stated that there was more PPE than any grocery store or city building that she had been in thus far. Mary complimented her staff and stated that she wanted to keep them safe. She added that some city workers had had COVID and she was fearful of opening up more than we already have. There is currently no date set to fully open. Mary said we probably could add a few more patrons per scheduled time slot and still meet the governor's order of 10.

Library Comp Time: The city has a policy against no comp time. Heidi Pruitt does empty our drop box on holidays. It was recommended that Heidi flex her time or readjust her schedule within the next given pay period. This flex time would not be an official policy but at the director's discretion. Heidi stated that she can only work up to 29 ½ hours per week. Hill inquired into the status of Vickie Lee's claimed comp time and how that would affect our budget. We have not heard anything more about this issue; Bowen was asked to consult with Mr. Mackie.

Board Comments: Hill thanked Bowen for hosting the Zoom meeting.

Visitors' Comments: Heidi Pruitt stated that most people seem to like our hours but some have expressed disappointment that there are no Saturday hours.

Our next meeting is scheduled for September 10, 2020. Freeman is not available. Bowen will check with Hart about his availability or the need to reschedule for a quorum.

The meeting was adjourned at 8 p.m.

Respectfully submitted,

Karen Hill