

Minutes
Hillsdale Community Library
Board of Trustees
Apr 15, 2021
7:00pm

I. CALL TO ORDER

- a. President Bowen called the meeting to order at 7:00 PM

II. ROLL CALL

- a. Jim Bowen, Rickie Freeman, George Allen

III. ANNUAL MEETING

- a. Election of officers
 - i. Bowen nominated President – Allen moved, Freeman seconded
 - ii. Allen nominated VP – Bowen moved, Freeman seconded
 - iii. Freeman nominated Secretary – Allen moved, Bowen seconded
 - 1. all nominations unanimously approved
- b. Approval of Budget for Fiscal Year 2021-22
 - i. Board members discussed the large increase in contributions/donations from the current budget, the inclusion of coffee revenue as part of a “normal” budget year in spite of coffee sales having been suspended, and the comparative decrease in both revenues and expenditures
 - ii. Allen moved to approve, Freeman seconded, unanimously approved
- c. By-law amendments
 - i. Proposed that the by-laws to be amended to state that the Board will meet every other month, or as needed, to a minimum of 6 meetings a year, the day and time of the regular meetings to be set at the annual meeting. The regular meetings were agreed to occur on the second Thursday of every other month, at 7:00 PM.
 - 1. Bowen moved, Freeman seconded, unanimously approved.
 - ii. Proposed that the order of business of the regular meetings be amended to the following:
 - 1. Call to Order

2. Roll Call
3. Visitors' Comment
4. Approval of Agenda
5. Approval of Minutes
6. Reports
7. Old Business
8. New Business
9. Board Comment
10. Adjournment

- a. Bowen moved, Freeman seconded, unanimously approved
- iii. Allen inquired about the length of board terms, which are set by the City

IV. VISITORS COMMENTS

- a. Lisa Roberts, member of Friends of the Library
 - i. Described book sale fundraiser scheduled for the 8th and 15th of May
 - ii. Community spotlight to run on May 5th
 - iii. Volunteer forms distributed to Board members
- b. Scott Cress, local pastor, also present – possible applicant to join the Board

V. APPROVAL OF AGENDA

- a. Allen moved, Freeman seconded, unanimously approved

VI. APPROVAL OF MINUTES OF January 21

- a. Freeman moved, Allen seconded, unanimously approved

VII. REPORTS

- a. Financials
 - i. Hours continue to be limited, computer usage is up, revenues from copying / faxing etc. remain largely consistent
 - ii. Bowen remarked that the Net revenue likely to decrease for the next several months, until penal fines revenues are added in August
 - iii. The Director noted that one furnace has been repaired but not yet billed, which will be about \$8,000
- b. Statistics
 - i. Patron check-outs are way up compared to this time last year – 2307 in Mar 2021 compared to 434 in Mar 2020. Items checked out for the same months

were 5,826 vs 1,714, respectively.

- ii. Not seeing many children in the library at this time
- iii. Reduced number of court-appointed visits
- iv. Website hits are up
- v. Use of Tumblebooks is down
- vi. Tutor.com, paid for by Woodlands co-op, not seeing much use
- vii. E-resources generally not seeing much use
- viii. Overdrive use hard to track, but the Director notes she has received many phone calls regarding renewing library cards in order to continue Overdrive access

c. Programs

- i. The Director reported a successful adult winter reading program, and provided the following details in her written report:
 - 1. We had 28 registered patrons. Of those, 13 patrons completed at least one reading log of 5 completed books. Those 13 patrons completed a total of 38 logs. That equals 190 books!
 - 2. We gave away gift cards provided by the Friends group: \$25 Filling Station, \$25 Maggie Anne's, \$25 Jilly Beans, \$30 (the shop "upsized" our \$25) Heather's Blossom Shop.
 - 3. We also gave away a \$25 gift card to Kroger that had been donated by a patron.
 - 4. We gave away 2 handmade journals donated by Marsha Layman of Jonesville. Marsha has volunteered to donate her handmade items "any time we have a giveaway of some sort in the future".
- ii. The Director is recruiting for a children's programming position over the summer - coordinating with Career Services at Hillsdale College to hire a College student for that position
- iii. The Director met with Hillsdale College Mossey Library staff to discuss College students obtaining HCL cards over the summer while MelCat services are paused at Mossey Library. Students will be provided a voucher by Mossey for HCL cards, which Mossey will pay for.

d. Communications

- i. Multiple thank-you letters received, including from:
 - 1. the VITA tax assistance program, which made use of the library building

2. the MLA Board of Directors regarding the Director meeting with local representatives
3. Hillsdale College Online Learning staff thanking HCL for lending a bust of Dante for the filming of an online course

VIII. NEW BUSINESS

- a. Allen suggested that Board officers' specific duties be articulated in the By-Laws, will research and present recommendations.
- b. Allen suggested Board members request signed letters of appointment from the City, to be requested from the City Clerk.
- c. Board discussed publicly advertising Board vacancies, both through public posting and through mailers from the City.

IX. OLD BUSINESS

- a. Strategic Plan
 - i. The Board discussed whether and how to write a Strategic Plan for HCL, and whether and how a community survey should contribute. The Director and community member Scott Cress expressed skepticism about the utility of a Strategic Plan, and the Board ultimately leaned toward forgoing a survey and a Strategic Plan in favor of focusing on more immediate issues, especially the problem of funding. The Director has serious concerns about the financial position and future of HCL, concerns she has repeatedly expressed for the past few years. The Director was unsure that the City would support a millage, and suggested that the Board focus on developing relationships with the Townships which HCL serves. Noted that contracts with Hillsdale and Jefferson Townships have not been found on file, and the Board needs to inquire with the City regarding the state of those contracts. The Director also recommended that the Board look at public library data on the State of Michigan website to compare HCL finances and funding with comparable peers.
- b. Hillsdale College volunteering
 - i. The Director and Allen to meet with Hillsdale College Student Affairs on Friday Apr 23 to discuss resumption of student volunteer work at HCL.
- c. Director Performance Evaluation
 - i. Allen moved that the Director's latest Performance Evaluation be withdrawn from her file with the City. The Evaluation was filed without the

Board voting to approve, and the Evaluation had not been prepared according to the procedure outlined in Board policy, rendering its validity questionable. Freeman agreed and seconded the motion, which was approved. A new evaluation, based on the Director's self-evaluation as well as input from the Board, the City Manager, and the local community, will be authored by the President and presented to the Director and the Board at the June meeting.

- ii. The Director voiced her objections to the tone and content of the previous evaluation, which she considered unduly harsh, not accounting for her many accomplishments in her position, and including items that were factually untrue. She expressed strongly that such an evaluation was unfair and unethical, and at the conclusion of her remarks she left the meeting.

X. BOARD COMMENT

- a. No additional comment from Board members.

XI. ADJOURNMENT at 9:30 pm

Next meeting: 10 June 2021

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BUDGET USED
		AMENDED BUDGET	NORMAL	03/31/2021	(ABNORMAL)	MONTH 03/31/2021	(DECREASE)	BALANCE	(ABNORMAL)	
Fund 271 - LIBRARY FUND										
Revenues										
Dept 000.000	CURRENT TAXES	133,000.00		127,873.51		1,640.63		5,126.49		96.15
271-000.000-402.000	DELINQUENT TAXES	105.00		425.76		0.00		(320.76)		405.49
271-000.000-412.000	SPECIAL ACTS	2,000.00		1,493.20		20.68		506.80		74.66
271-000.000-437.000	FEDERAL GRANT - CARES ACT	0.00		3,369.71		0.00		(3,369.71)		100.00
271-000.000-528.000	STATE GRANT	9,095.00		0.00		0.00		9,095.00		0.00
271-000.000-569.000	LOCAL COMMUNITY STABILIZATION SHARE	6,400.00		7,390.05		0.00		(990.05)		115.47
271-000.000-573.000	STATE REVENUE SHARING	8,105.00		0.00		0.00		8,105.00		0.00
271-000.000-574.000	CONT./LOCAL UNITS-CULTURE/REC	13,800.00		8,800.00		0.00		5,000.00		63.77
271-000.000-587.000	SUBSCRIPTION CARD SALES	2,710.00		1,494.00		243.50		1,216.00		55.13
271-000.000-588.000	COPIES / DUPLICATING	4,900.00		1,601.95		355.40		3,298.05		32.69
271-000.000-629.000	PENAL FINES	28,000.00		0.00		0.00		28,000.00		0.00
271-000.000-656.000	BOOK FINES	2,805.00		378.45		77.25		2,426.55		13.49
271-000.000-657.000	ORDINANCE FINES	1,480.00		471.04		124.70		1,008.96		31.83
271-000.000-665.000	INTEREST	4,815.00		228.46		0.00		4,586.54		4.74
271-000.000-667.000	RENTS	205.00		149.45		25.00		55.55		72.90
271-000.000-667.271	RENTS - MEETING ROOMS	6,450.00		100.10		0.00		6,349.90		1.55
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX	1,760.00		0.00		0.00		1,760.00		0.00
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS	890.00		0.00		0.00		890.00		0.00
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY	400.00		0.00		0.00		400.00		0.00
271-000.000-675.790	CONTR. & DONAT. - BOOKS	565.00		574.70		232.90		(9.70)		101.72
271-000.000-675.792	CONTR. & DONAT. - CHILID. LIBRAR	6,505.00		307.85		0.00		6,197.15		4.73
271-000.000-692.000	OTHER REVENUE	3,550.00		3,176.51		0.00		373.49		89.48
271-000.000-692.003	OTHER REVENUE - E-RATE	140.00		0.00		0.00		140.00		0.00
271-000.000-692.006	OTHER REVENUE - COFFEE	400.00		12.00		0.00		388.00		3.00
271-000.000-692.007	OTHER REVENUE - TRUSTS	25,080.00		25,082.70		0.00		(2.70)		100.01
271-000.000-692.008	OTHER REVENUES - WOODLAND	3,400.00		0.00		0.00		3,400.00		0.00
Total Dept 000.000		266,560.00		182,929.44		2,720.06		83,630.56		68.63
TOTAL REVENUES										
		266,560.00		182,929.44		2,720.06		83,630.56		68.63
Expenditures										
Dept 790.000 - LIBRARY										
271-790.000-702.000	WAGES	118,850.00		66,713.28		7,147.65		52,136.72		56.13
271-790.000-704.000	SICK TIME PAY	3,930.00		2,445.08		0.00		1,484.92		62.22
271-790.000-705.000	VACATION TIME PAY	5,100.00		6,070.88		1,153.68		(970.88)		119.04
271-790.000-706.000	PERSONAL TIME PAY	615.00		629.28		0.00		(14.28)		102.32
271-790.000-710.000	HOLIDAY AND OTHER PAY	2,145.00		1,887.86		0.00		257.14		88.01
271-790.000-715.000	HEALTH AND LIFE INSURANCE	1,175.00		265.55		27.65		909.45		22.60
271-790.000-716.000	RETIREMENT	3,715.00		2,838.09		299.50		876.91		76.40
271-790.000-717.000	WORKERS' COMPENSATION	225.00		169.00		7.00		56.00		75.11
271-790.000-720.000	EMPLOYER'S FICA	10,040.00		5,925.12		635.04		4,114.88		59.02
271-790.000-721.000	DISABILITY INSURANCE	315.00		202.02		0.00		112.98		64.13
271-790.000-726.000	SUPPLIES	5,500.00		2,951.18		74.71		2,548.82		53.66
271-790.000-801.000	PERIODICALS / MAGAZINES	400.00		0.00		0.00		400.00		0.00
271-790.000-810.000	CONTRACTUAL SERVICES	27,000.00		15,595.53		457.84		11,404.47		57.76
271-790.000-860.000	DUES AND SUBSCRIPTIONS	500.00		370.12		0.00		129.88		74.02
271-790.000-860.000	TRANSPORTATION AND MILEAGE	750.00		0.00		0.00		750.00		0.00
271-790.000-860.000	TRAINING & SEMINARS	500.00		60.00		0.00		440.00		12.00
271-790.000-860.000	UTILITIES	775.00		11,250.58		1,561.45		7.12		59.92
271-790.000-920.000	TELEPHONE	5,000.00		504.00		56.00		2,440.00		16.80

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2020-21	YTD BALANCE 03/31/2021	ACTIVITY FOR MONTH 03/31/2021	AVAILABLE BALANCE	% BDC USED
			NORMAL	(ABNORMAL)	(DECREASE)	(ABNORMAL)	
Fund 271 - LIBRARY FUND							
Expenditures							
271-790.000-930.000	REPAIRS & MAINTENANCE	13,875.00	10,163.05	0.00	3,711.95	73.25	
271-790.000-970.000	CAPITAL OUTLAY	14,500.00	0.00	0.00	14,500.00	0.00	
271-790.000-982.000	BOOKS	15,000.00	7,211.01	2,107.46	7,788.99	48.07	
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00	0.00	0.00	2,000.00	0.00	
Total Dept 790.000 - LIBRARY		247,910.00	135,251.63	13,898.10	112,658.37	54.56	
Dept 792.000 - LIBRARY - CHILDREN'S AREA							
271-792.000-726.000	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00	
271-792.000-726.001	SUPPLIES - GRANTS	0.00	500.00	0.00	(500.00)	100.00	
271-792.000-726.010	SUPPLIES-SUMMER READING	1,000.00	(314.63)	0.00	1,314.63	(31.46)	
271-792.000-982.000	BOOKS	6,500.00	6,694.65	59.18	(194.65)	102.99	
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00	6,880.02	59.18	1,619.98	80.94	
TOTAL EXPENDITURES		256,410.00	142,131.65	13,957.28	114,278.35	55.43	
Fund 271 - LIBRARY FUND:							
TOTAL REVENUES		266,560.00	182,929.44	2,720.06	83,630.56	68.63	
TOTAL EXPENDITURES		256,410.00	142,131.65	13,957.28	114,278.35	55.43	
NET OF REVENUES & EXPENDITURES		10,150.00	40,797.79	(11,237.22)	(30,647.79)	401.95	

Fund 271 LIBRARY FUND

GL Number	Description	Balance
*** Assets ***		
271-000.000-001.000	CHECKING ACCOUNT - COMMON	16,263.29
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	103.81
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	134,910.81
Total Assets		151,327.91
*** Liabilities ***		
271-000.000-202.000	ACCOUNTS PAYABLE	1,318.42
Total Liabilities		1,318.42
*** Fund Balance ***		
271-000.000-390.000	FUND BALANCE	109,211.70
Total Fund Balance		109,211.70
Beginning Fund Balance		109,211.70
Net of Revenues VS Expenditures		40,797.79
Ending Fund Balance		150,009.49
Total Liabilities And Fund Balance		151,327.91