

Minutes of Special Meeting

Hillsdale Community Library Board of Trustees

April 26, 2021

5:15 PM

I. CALL TO ORDER

A. President Bowen called meeting to order at 5:15 PM

II. ROLL CALL

A. Director Mary Hill, Jim Bowen, George Allen, Karen Hill, Rickie Freeman

B. Guests: Scott Cress, Laura Sargent (Head of HR for the city)

III. VISITOR'S COMMENT - none

IV. APPROVAL OF AGENDA

A. Addition of VI. E. Time frame to be covered by current review

B. Moved by Hill, seconded by Allen, unanimously approved

V. OLD BUSINESS

A. Remove non-approved evaluation from Library Director's personnel file

1. Bowen and Sargent stated that to remove the non-approved evaluation required the approval of the board and the director in the minutes. Bowen moved for the evaluation, with the director's approval, to be removed, seconded by Allen. Bowen, Allen, Freeman voted yes; Hill voted no. Motion carried.

2. Hill requested to be notified when the document was destroyed.

VI. NEW BUSINESS

A. Delete and/or destroy all paper & electronic copies of any review or goal information previously submitted.

1. While Bowen has done this on his part a motion was needed for the city to do this. Moved by Allen, seconded by Freeman; Allen, Freeman, and Bowen voted yes; Hill voted no. Motion carried.

B. Approve Director's Annual Review Form. Current Library Director Performance Evaluation makes no mention of a specific Review Form.

1. There was discussion about changing the present form and aligning it more closely with the director's job description. The job description does not currently appear in the policy manual online. The Director said that all the information had been deleted by a former employee and had to be recreated. The director is in the process of cross checking what is online with a current manual. Employee's job

descriptions had been updated but not the director's. Any update would have to wait until the description is in the manual.

2. It was decided that it would be best and most fair to wait and make adjustments to the evaluation form at a later date. An exception was to remove the director's comments from the present evaluation tool since that is for board members. The director's comments will be attached to the final evaluation. Allen moved to accept the current form for this year minus the bottom portion and Hill seconded, unanimously approved.

C. Director's Objectives/ Goals for the upcoming year. The Annual Review Form only mentions Objectives.

1. It was agreed that the president would solicit goals from board members that align with the evaluation tool and job description. The director suggested that going forward we should consider standardized goals and also that we should note that this year we operated under a pandemic.

D. Ways to consult with the City Manager, community members, and library staff for their input.

1. During the discussion, H.R. Director Sargent suggested contacting the City Manager for his evaluation of department heads. Allen moved and Freeman seconded that President Bowen solicit from the City Manager information that aligns with the job description and the evaluation form, unanimously approved.

2. With input from Cress and Sargent it was determined that, while authorizing the president to get this information for this year, we should review the policy for gathering said information at a later date.

E. Time frame to be covered by current review.

1. It was agreed that the evaluation should cover the time period of April 2018, through April 2021. Individuals can answer according to their knowledge and the president will use his discretion how to include that information. Jim and Rickie will go through past minutes and Director's Reports to see that major events and accomplishments are noted. The director will also note these in her self-evaluation.

## VII. BOARD COMMENT

1. Hill noted that Don Dunlop has paperwork from his time on the board to donate.

## VII. ADJOURNMENT at 6:10 PM

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 06/30/2021	ACTIVITY FOR MONTH 06/30/2021 INCREASE (DECREASE)	AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 271 - LIBRARY FUND							
Revenues							
Dept 000.000	CURRENT TAXES	133,000.00	124,633.95	0.00	8,366.05	93.71	
271-000.000-402.000	DELINQUENT TAXES	105.00	66.81	0.00	38.19	63.63	
271-000.000-412.000	SPECIAL ACTS	2,000.00	1,472.52	0.00	527.48	73.63	
271-000.000-528.000	FEDERAL GRANT - CARES ACT	0.00	3,369.71	0.00	(3,369.71)	100.00	
271-000.000-569.000	STATE GRANT	9,095.00	0.00	0.00	9,095.00	0.00	
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	6,400.00	7,390.05	0.00	(990.05)	115.47	
271-000.000-574.000	STATE REVENUE SHARING	8,105.00	0.00	0.00	8,105.00	0.00	
271-000.000-587.000	CONTR. /LOCAL UNITS-CULTURE/REC	13,800.00	8,800.00	0.00	5,000.00	63.77	
271-000.000-588.000	SUBSCRIPTION CARD SALES	2,710.00	1,003.50	0.00	1,706.50	37.03	
271-000.000-629.000	COPIES / DUPLICATING	4,900.00	970.40	0.00	3,929.60	19.80	
271-000.000-656.000	PENAL FINES	28,000.00	0.00	0.00	28,000.00	0.00	
271-000.000-657.000	BOOK FINES	2,805.00	257.25	0.00	2,547.75	9.17	
271-000.000-658.000	ORDNANCE FINES	1,480.00	333.14	0.00	1,146.86	22.51	
271-000.000-665.000	INTEREST	4,815.00	160.62	0.00	4,654.38	3.34	
271-000.000-667.000	RENTS	205.00	74.45	0.00	130.55	36.32	
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	23,810.00	0.00	(22,920.00)	2,675.28	
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	314.80	0.00	250.20	55.72	
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR	6,505.00	307.85	0.00	6,197.15	4.73	
271-000.000-692.000	OTHER REVENUE	3,550.00	2,376.51	0.00	1,173.49	66.94	
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	0.00	0.00	25,080.00	0.00	
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	175,453.66	0.00	91,106.34	65.82	
TOTAL REVENUES		266,560.00	175,453.66	0.00	91,106.34	65.82	
Expenditures							
Dept 790.000 - LIBRARY							
271-790.000-702.000	WAGES	118,850.00	47,533.85	0.00	71,316.15	39.99	
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	4,078.16	0.00	1,021.84	79.96	
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	173.21	0.00	1,001.79	14.74	
271-790.000-716.000	RETIREMENT	3,715.00	2,092.26	0.00	1,622.74	56.32	
271-790.000-717.000	WORKERS' COMPENSATION	225.00	162.00	0.00	63.00	72.00	
271-790.000-720.000	EMPLOYER'S FICA	10,040.00	4,305.46	0.00	5,734.54	42.88	
271-790.000-721.000	DISABILITY INSURANCE	315.00	177.98	0.00	137.02	56.50	
271-790.000-726.000	SUPPLIES	5,500.00	2,380.10	0.00	3,119.90	43.27	
271-790.000-750.000	PERIODICALS / MAGAZINES	400.00	0.00	0.00	400.00	0.00	
271-790.000-801.000	CONTRACTUAL SERVICES	27,000.00	14,678.38	0.00	12,321.62	54.36	
271-790.000-810.000	DUES AND SUBSCRIPTIONS	500.00	0.00	0.00	500.00	0.00	
271-790.000-860.000	TRANSPORTATION AND MILEAGE	750.00	0.00	0.00	750.00	0.00	
271-790.000-865.000	TRAINING & SEMINARS	500.00	60.00	0.00	440.00	12.00	
271-790.000-900.000	UTILITIES	775.00	7,027.41	0.00	11,779.39	37.43	
271-790.000-920.000	TELEPHONE	1,000.00	336.00	0.00	2,666.00	11.20	

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GL NUMBER	DESCRIPTION	2020-21		ACTIVITY FOR		AVAILABLE		% BDC	
		AMENDED BUDGET	NORMAL (ABNORMAL)	YTD BALANCE 06/30/2021	MONTH 06/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	USED		
Fund 271 - LIBRARY FUND									
Expenditures									
271-790.000-930.000	REPAIRS & MAINTENANCE	13,875.00	445.10	0.00	0.00	13,429.90	3.21		
271-790.000-970.000	CAPITAL OUTLAY	14,500.00	0.00	0.00	0.00	14,500.00	0.00		
271-790.000-982.000	BOOKS	15,000.00	3,745.41	0.00	0.00	11,254.59	24.97		
271-790.000-999.101	TRANSFER - GENERAL FUND	2,000.00	0.00	0.00	0.00	2,000.00	0.00		
Total Dept 790.000 - LIBRARY		247,910.00	92,157.54	0.00	0.00	155,752.46	37.17		
Dept 792.000 - LIBRARY - CHILDREN'S AREA									
271-792.000-726.000	SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00		
271-792.000-726.001	SUPPLIES - GRANTS	0.00	500.00	0.00	0.00	(500.00)	100.00		
271-792.000-726.010	SUPPLIES-SUMMER READING	1,000.00	(314.63)	0.00	0.00	1,314.63	(31.46)		
271-792.000-982.000	BOOKS	6,500.00	6,300.73	0.00	0.00	199.27	96.93		
Total Dept 792.000 - LIBRARY - CHILDREN'S AREA		8,500.00	6,486.10	0.00	0.00	2,013.90	76.31		
TOTAL EXPENDITURES		256,410.00	98,643.64	0.00	0.00	157,766.36	38.47		
Fund 271 - LIBRARY FUND:									
TOTAL REVENUES		266,560.00	175,453.66	0.00	0.00	91,106.34	65.82		
TOTAL EXPENDITURES		256,410.00	98,643.64	0.00	0.00	157,766.36	38.47		
NET OF REVENUES & EXPENDITURES		10,150.00	76,810.02	0.00	0.00	(66,660.02)	756.75		