

Hillsdale Community Library Board of Trustees

Minutes of the November 18, 2021 meeting

- I. Call To Order: President Bowen called the meeting to order at 5:08.
- II. Roll Call: Present: Jim Bowen, Scott Cress, Karen Hill
Absent with regrets: George Allen, Rickie Freeman
- III. Visitor's Comments: No visitors present
- IV. Approval of Agenda: Under New Business, agenda items F) Transition Plan for Bryonna Barton, and G) County Wide Library Association meeting. Cress moved to accept, supported by Hill; unanimously passed.
- V. Approval of Minutes: Motion made by Cress, supported by Hill to approve the minutes of the October 11th meeting; unanimously passed. Motion made by Hill, supported by Cress to approve the minutes of the October 13th minutes (with clarifications); unanimously passed. Motion made by Cress and supported by Bowen to approve the minutes of the October 18 meeting; unanimously passed.
- VI. Reports
 - A. Financial: Complete financials were not available at this meeting. HR director, Laura Sergent, had answered some of our financial questions via email.
 - B. Statistics: Reports provided by Heidi Pruitt regarding web site data were discussed. Web site data was very low for usage. Circulation statistics were not available.
 - C. Programs: Lego Club numbers are solid at 17 participants. Other numbers are low and further development of programs is needed.
 - D. Communications: Heidi Pruitt emailed information about Community Action Agency requesting to use our rooms for tax preparation again this year.
- VII. Old Business: The Library Director position was accepted by Bryonna Barton.
- VIII. New Business
 - A. Bryonna Barton will start on Monday, November 22. She will meet with Laura first to go through HR information, IT and paperwork. Bowen also plans to meet with her.
 - B. A new director open house is tentatively planned for Thursday, December 9th from 4-6 followed by our December board meeting at 6 (note earlier time). Hill will coordinate refreshments and paper products. Cress suggested a "give away" drawing as well as a welcome basket. Bowen will check with college bookstore. Cress suggested various business/restaurants to request gift cards from.
 - C. A new board member is needed to replace Rickie Freeman who has term limited out. One individual expressed interest but has not yet started the city application process. Board members discussed other potential candidates including trying to recruit a mother

who currently uses children's programming with her family or has children in the school system to help collaborate with schools. We will be reaching out to various individuals.

- D. Bonus for Library Staff: Board learned that City Manager, David Mackie, needs to approve any bonuses offered. Because our financial information was not complete, we could not recommend nor finalize a dollar amount. Bowen will seek input from Mr. Mackie.
- E. Pay Raise for Library Staff: Possible raises were discussed. We need further information from the finance department to know what is sustainable.
- F. Transition Plan with new Library Director: Board will continue to meet once a month. Laura Sergent and Bowen will be meeting with Director Barton and other board members will increase their presence in the library to check in.
- G. County-wide Library Association meeting: Hill attended the meeting on 11-4-21 with 5 area libraries represented. Many items were shared and discussed including: collaboration, Visiting Patrons, library cards, Woodlands Cooperative, Saturday hours, Library Board make-up (other boards ranged from 5-7 members in size and also accounted for township representation), COVID protocols, Children's Programming, staff salaries (\$10.50-\$11.50 at other libraries).

IX. Board Comments: No additional comments were made.

X. Adjournment: The meeting was adjourned at 6:52.

Respectfully submitted,

Karen Hill

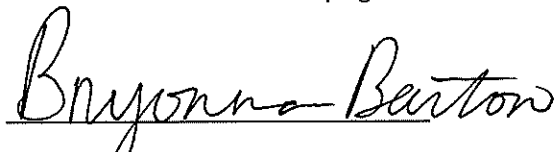
Statement regarding the Meeting Minutes Records Pre-December 9th, 2021 and other findings from previous Director Mary Hill.

The previous director, Mary Hill, had not filled or organized the meeting minutes from her time here. When I, the new director Bryonna Barton, took over the position on November 22nd, 2021, I walked into an office and files/records in utter disarray. I had to sift through a stack of papers to find information to put in the meeting minutes binder and make the office and library FOIA compliant and up to library standards.

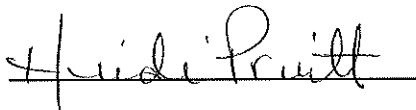
Additionally, Mary Hill had deleted all files off her computer before IT backed the data up. Technical Services (IT), Scott Keiser and Brandon Janes, and Bryonna Barton worked hard to try and recover the missing documents off her shared account with the City of Hillsdale. However, the files and records had been completely erased, and no recovery options were available.

Mary displayed disorganization, FOIA non-compliance, and the disposal of City files and records. The new director, Bryonna Barton, was left with no information for her position and recreated documents.

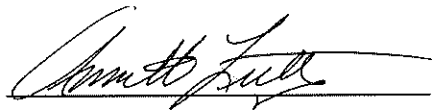
Additionally, it was noted by staff and other city members that Mary repeatedly displayed behavior of office harassment and bullying.



Bryonna Barton, Director



Witness



Witness

PERIOD ENDING 10/31/2021
 % Fiscal Year Completed: 33.70
 END BALANCE 2021-22
 06/30/2021
 YTD BALANCE 10/31/2020
 YTD BALANCE 10/31/2021
 MONTH 10/31/21
 ACTIVITY FOR INCR (DECR)
 AVAILABLE BALANCE
 % BDT USED

GL NUMBER	DESCRIPTION	NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	YTD BALANCE	NORM (ABNORM)	YTD BALANCE	NORM (ABNORM)	ACTIVITY FOR	NORM (ABNORM)	AVAILABLE BALANCE	% BDT USED
Fund 271 - LIBRARY FUND												
Revenues												
271-000.000-402.000	CURRENT TAXES		131,961.98		121,287.73		127,347.46		2,746.95		5,932.54	95.55
271-000.000-412.000	DELINQUENT TAXES		588.03		66.81		0.00		0.00		105.00	0.00
271-000.000-437.000	SPECIAL ACTS		1,493.20		1,472.52		1,397.67		1,397.67		908.33	60.61
271-000.000-528.000	FEDERAL GRANT - CARES ACT		3,369.71		0.00		130.29		0.00		(130.29)	100.00
271-000.000-569.000	STATE GRANT		10,294.83		0.00		1,972.37		0.00		7,627.63	20.55
271-000.000-573.000	LOCAL COMMUNITY STABILIZATION		20,523.22		7,390.05		7,440.45		7,440.45		(2,440.45)	148.81
271-000.000-574.000	STATE REVENUE SHARING		0.00		0.00		0.00		0.00		8,105.00	0.00
271-000.000-587.000	CONT./LOCAL UNITS-CULTURE/REC		22,600.00		8,800.00		0.00		0.00		13,800.00	0.00
271-000.000-588.000	SUBSCRIPTION CARD SALES		2,068.00		440.00		1,017.40		224.50		482.60	67.83
271-000.000-629.000	COPIES / DUPLICATING		2,333.37		574.00		1,268.20		431.15		731.80	63.41
271-000.000-656.000	PENAL FINES		27,194.17		0.00		0.00		0.00		25,000.00	0.00
271-000.000-658.000	BOOK FINES		409.65		146.45		291.17		105.00		208.83	58.23
271-000.000-658.000	ORDINANCE FINES		846.97		750.00		232.25		70.13		517.75	30.97
271-000.000-665.000	INTEREST		272.10		400.00		51.44		55.30		274.10	31.48
271-000.000-667.000	RENTS		224.45		15.90		132.00		27.00		68.00	66.00
271-000.000-667.271	RENTS - MEETING ROOMS		200.10		50.10		6,175.00		6,175.00		(4,175.00)	308.75
271-000.000-674.000	CONTRIBUTIONS IN LIEU OF TAX		0.00		0.00		0.00		0.00		1,760.00	0.00
271-000.000-675.000	CONTRIBUTIONS AND DONATIONS		0.00		0.00		0.00		0.00		2,300.00	0.00
271-000.000-675.002	CONTR. & DONAT. - TECHNOLOGY		0.00		0.00		0.00		0.00		400.00	0.00
271-000.000-675.790	CONTR. & DONAT. - BOOKS		1,201.54		282.00		652.80		109.80		(87.80)	115.54
271-000.000-675.792	CONTR. & DONAT. - CHILD. LIBRAR		611.35		301.60		7.45		4.00		6,497.55	0.11
271-000.000-692.000	OTHER REVENUE		11,393.95		2,309.81		15,536.00		533.00		(10,936.00)	337.74
271-000.000-692.006	OTHER REVENUE - COFFEE		12.00		0.00		0.00		0.00		400.00	0.00
271-000.000-692.007	OTHER REVENUE - TRUSTS		25,082.70		0.00		0.00		0.00		25,080.00	0.00
271-000.000-692.008	OTHER REVENUES - WOODLAND		0.00		0.00		2,400.00		0.00		1,000.00	70.59
TOTAL REVENUES			262,681.32		143,375.35		166,126.41		19,319.95		83,429.59	66.57

Expenditures													
271-790.000-702.000	WAGES		99,422.12		125,395.00		30,197.41		40,526.41		5,861.22	84,868.59	32.32
271-790.000-704.000	SICK TIME PAY		3,388.55		3,598.00		1,586.28		715.84		0.00	2,880.16	19.91
271-790.000-705.000	VACATION TIME PAY		6,700.16		2,204.00		2,819.60		641.76		0.00	1,562.24	29.12
271-790.000-706.000	PERSONAL TIME PAY		629.28		2,954.00		0.00		0.00		0.00	2,954.00	0.00
271-790.000-710.000	HOLIDAY AND OTHER PAY		2,097.62		2,204.00		419.54		213.92		0.00	1,990.08	9.71
271-790.000-715.000	HEALTH AND LIFE INSURANCE		389.57		1,175.00		100.64		125.19		1,049.81	10.65	
271-790.000-716.000	RETIREMENT		4,011.10		3,830.00		1,340.59		1,208.67		2,621.33	31.56	
271-790.000-717.000	WORKERS' COMPENSATION		169.00		225.00		162.00		162.00		0.00	63.00	72.00
271-790.000-720.000	EMPLOYER'S FICA		8,563.67		10,049.00		2,656.78		3,220.17		6,828.83	32.04	
271-790.000-726.000	DISABILITY INSURANCE		298.18		739.00		129.90		96.16		642.84	13.01	
271-790.000-726.000	SUPPLIES		4,425.96		2,000.00		1,901.60		1,412.66		368.95	587.34	70.63
271-790.000-801.000	PERIODICALS / MAGAZINES		231.00		400.00		0.00		0.00		400.00	0.00	
271-790.000-810.000	CONTRACTUAL SERVICES		20,468.76		20,000.00		12,736.18		5,937.85		1,887.00	29.69	
271-790.000-810.000	DOES AND SUBSCRIPTIONS		370.12		500.00		(370.12)		0.00		500.00	0.00	
271-790.000-860.000	TRANSPORTATION AND MILEAGE		73.96		750.00		0.00		0.00		750.00	0.00	
271-790.000-861.000	TRAINING & SEMINARS		60.00		500.00		60.00		0.00		500.00	0.00	
271-790.000-920.000	UTILITIES		15,560.75		18,500.00		4,604.20		4,633.39		13,866.61	25.05	
271-790.000-925.000	TELEPHONE		1,382.45		2,100.00		224.00		456.24		1,643.76	21.73	
271-790.000-930.000	REPAIRS & MAINTENANCE		18,684.61		5,000.00		318.58		405.79		4,594.21	8.12	
271-790.000-970.000	CAPITAL OUTLAY		0.00		9,000.00		0.00		315.00		8,685.00	3.50	
271-790.000-982.000	BOOKS		11,246.90		15,000.00		1,194.11		4,679.16		10,320.84	31.19	
271-790.000-999.101	TRANSFER - GENERAL FUND		2,000.00		2,000.00		0.00		0.00		2,000.00	0.00	
271-792.000-726.000	SUPPLIES		0.00		1,000.00		0.00		0.00		1,000.00	0.00	
271-792.000-726.001	SUPPLIES - GRANTS		500.00		500.00		500.00		0.00		0.00	0.00	
271-792.000-726.010	SUPPLIES-SUMMER READING		(314.63)		500.00		(314.63)		0.00		500.00	0.00	
271-792.000-982.000	BOOKS		7,317.15		6,500.00		6,239.73		7,946.75		(1,446.75)	122.26	

271-000.000-001.000	CHECKING ACCOUNT - COMMON	128,104.36
271-000.000-001.002	CHECKING ACCT - ACCT PAYABLE	0.00
271-000.000-001.008	CHECKING ACCOUNT - LITERACY	0.00
271-000.000-004.000	CASH ON HAND	50.00
271-000.000-020.000	INVESTMENTS - MBIA/CLASS	134,940.29
271-000.000-040.000	ACCOUNTS RECEIVABLE	21.00
271-000.000-079.000	OTHER ACCOUNTS RECEIVABLE	0.00
271-000.000-084.000	DUE FROM FEDERAL GOVERNMENT	0.00
271-000.000-084.471	DUE FROM OTHER FUNDS	0.00
271-000.000-084.582	DUE FROM LIBRARY IMPROV. FUND	0.00
271-000.000-123.000	PREPAID EXPENSES	0.00
271-000.000-199.000	DUMMY ACCOUNT FOR AUDIT ENTRY	0.00

Total Assets

263,115.65

*** Liabilities ***

271-000.000-202.000	ACCOUNTS PAYABLE	1,018.04
271-000.000-202.050	ACCURED ACCOUNTS PAYABLE	0.00
271-000.000-202.500	ACCOUNTS PAYABLE-AUDITORS	0.00
271-000.000-214.000	DUE TO OTHER FUNDS	0.00
271-000.000-214.101	DUE TO GENERAL FUND	0.00
271-000.000-214.582	DUE TO ELECTRIC	0.00
271-000.000-214.633	DUE TO PUBLIC SERVICES INV. F	0.00
271-000.000-214.640	DUE TO RMEF	0.00
271-000.000-214.699	DUE TO DPS LEAVE & BENEFITS F	0.00
271-000.000-214.701	DUE TO TRUST AND AGENCY FUND	0.00
271-000.000-214.711	DUE TO CEMETERY PERPET. CARE	0.00
271-000.000-214.750	DUE TO IMPREST PAYROLL FUND	0.00
271-000.000-230.692	DUE TO BPU - MISCELLANEOUS	0.00
271-000.000-239.000	UNEARNED REVENUE - CURRENT	0.00
271-000.000-257.000	ACCURED WAGES PAYABLE	4,451.42
271-000.000-258.000	FICA PAYABLE	0.00
271-000.000-260.000	ACCURED SICK LEAVE	0.00
271-000.000-338.000	ENCUMBRANCES	0.00
271-000.000-339.000	DEFERRED REVENUES	0.00

Total Liabilities

5,469.46

*** Fund Balance ***

271-000.000-390.000	FUND BALANCE	164,216.74
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Total Fund Balance

164,216.74

Beginning Fund Balance

164,216.74

Net of Revenues VS Expenditures

93,429.45

Ending Fund Balance

257,646.19

Total Liabilities and Fund Balance

263,115.65