

Hillsdale Community Library Board of Trustees

September 9, 2021

I. CALL TO ORDER

A. President Jim Bowen called meeting to order at 7:05 P.M.

II. ROLL CALL

A. Jim Bowen, George Allen, Karen Hill, Pastor Scott Cress, Rickie Freeman

B. Guests: David Mackie, City Manager

III. VISITOR'S COMMENTS – None

IV. APPROVAL OF AGENDA

A. George Allen moved to approve the agenda with the addition of item D concerning the Baker & Taylor order under new business. Karen Hill seconded and the motion passed.

V. APPROVAL OF MINUTES

A. The motion to approve the minutes from the August 19, 2021 meeting was made by Mr. Allen and seconded by Pastor Scott Cress. The motion was approved.

VI. REPORTS

A. Financial pages were shared. The question was raised about where the money from the Penny Fund was deposited. The City Manager said he will search out that information for the board. Mr. Cress asked if the funds generated by the Penny Fund could be put towards marketing. The matter will be considered.

B. Heidi Pruitt had prepared some statistics about library use. Some were directly from Woodland and showed that the new Tutor.com had not yet been accessed.

C. Marta Roberts, the Children's Librarian is offering programs and the information has been publicized on the radio and Facebook page.

D. There were no communications.

E. There was no director's report.

VI. OLD BUSINESS

A. Finances are being handled by the city.

B. All bills have been paid.

C. IT has taken care of getting the website back on track and it is running smoothly.

D. The City Manager is receiving all emails for the library and forwarding items to library personnel or board members as appropriate.

E. Josh Paladino is setting up and hosting the Churchill event at Hillsdale College. The board needs to know what expectations there are to receive the grant reimbursement.

VIII. NEW BUSINESS

A. The Human Resources Manager put together a new job description for the director's position. Ms. Hill moved and Pastor Cress seconded approving it. The motion carried. The new description will go in the board manual and will be posted by the Human Resources Director. All responses she receives will be reported to the board. Either she or the City Manager will try to attend the interviews. David Mackie will check the Open Meetings Act to see if the interviews must be open to the public.

B. There was a question of the pay rate for the Children's Librarian not being in line with the pay rate of other employees. The position has been funded from September 1, 2021- September 1 2022, through the Hope Grant. The grant stipulates that the pay rate is \$13.00/hour and so must be honored. Mr. Allen requested that the board be given copies of the Hope Grant award notification as well as the Michigan Humanities award notification to ascertain any board responsibilities. The board also requested that Mr. Mackie provide a breakdown of the terms of service and pay rate for employees.

C. Johnson Controls presented a bid of \$2877.97 for fire protection that includes sprinklers and the alarm system. The expenditure would fall under repairs and maintenance. Pastor Cress moved and Ms. Hill seconded that the bid be approved. The motion carried.

D. Mr. Allen completed the order for Baker & Taylor but the payment is tied to the city credit card, to which he does not have access. Mr. Mackie will attend to the matter.

IX. BOARD COMMENT

A. A reported query concerned the visiting patron policy. Some discussion ensued and it was decided to revisit the matter after a new director has been hired.

X. ADJOURNMENT

A. Pastor Cress moved and Mr. Allen seconded to adjourn at 8:58 P.M.

Next meeting: October 14, 2021, at 7:00 P.M.