

**Hillsdale Community Library Board of Trustees**  
**Minutes of the Meeting for March 17th, 2022**

- I. Call to Order: President Bowen called the meeting to order at 6:01 PM.
- II. Roll Call: Present - Jim Bowen (President), George Allen, Scott Cress (Acting Secretary), Josh Paladino, Bryonna Barton (Director), David Mackie (City Manager), Jack McClain (Community Member); Absent - Karen Hill (participating online)
- III. Approval of Agenda: Allen moved approval. Paladino seconded. Unanimous approval.
- IV. Approval of Minutes: Allen moved the approval of the February minutes. Paladino seconded. Unanimous approval.
- V. Visitor Comments: McClain asked questions or made comments about the following items:
  - Hillsdale Township's agreement with the library
  - The use of the Michigan HOPE Grant to fund staff stipends
  - The process of posting meeting agendas and minutes
- VI. Financial Report: Under Income, it was reported that \$5213 was received in honor of Eric Keiber. Under Expenses, it was noted that invoices from Baker & Taylor (book purchases) are now being received and paid. Cress moved acceptance of the report. Allen seconded. Unanimous approval.
- VII. Statistics Report: Circulation numbers were low for February due to the short month and the early shutdown of in-person services due to COVID diagnosis and staffing constraints. We especially see this downturn in the circulation of juvenile literature. There are suggestions that usage is increasing, however. Mango Languages continues to see significant usage. There was a good turnout for Sit-n-Stitch. Information was reviewed concerning website usage and social media analytics.

## VIII. Director's Report

- A. Lauren Jones is adjusting well to her role as Children's Librarian. She is currently working about ten hours a week but will move to approximately twenty hours when school concludes.
- B. Barton reported on a grant from the Hillsdale County Community Foundation. The grant provides \$379 for the creation of escape rooms. As the grant application required board approval, Allen moved approval. Cress seconded. Unanimous approval.
- C. Communication: LifeWays should begin work at the end of the month, providing support groups and clinical support to patrons on Mondays.
- D. Mackie reported on an ongoing review of financial issues related to the tenure of the previous director. He gave assurance that things currently appear in order though more information is forthcoming and review will continue.
- E. Barton's review of staffing and salary issues suggests that Saturday hours of 10 AM to 2 PM could be instituted as early as May 1st.
- F. Barton shared a brief review of the current post-pandemic rules of the Open Meetings Act.
- G. A full or partial re-keying of the building will occur at some time in the near future. Bids for the work are currently being received.

## IX. New Business

- A. Budget Approval: Director reallocated some funding from book purchasing to supplies, because we get a lot of donations to cover book purchasing. There is an increase in health and life insurance expenses because the new Director is on the City insurance, and the previous Director was not. The City Manager is to increase the Trusts line in the budget to \$25,775. Allen moved to accept the budget as presented. Paladino seconded. Unanimous approval.
- B. Board Minutes: The Board agreed to post an addendum to the December 2021 minutes clarifying the nature of the "children's librarian grant" funds and how those were used. This grant is to be referred to as the Michigan HOPE Grant henceforth. Though part of the money is being utilized to pay for the salary of the children's

librarian, the grant was never to be restricted solely to that purpose. Hence, the use of excess funds to award stipends to the staff for their exemplary service in a time of transition was within the purview of the grant. The Board requested that the agenda, minutes, and packets from HLC Board meetings be uploaded to the City website. The City Manager agreed. The Library Director will provide those items to the City for upload.

X. Adjournment: The meeting was adjourned at 7:09 PM.