

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
DATE January 27, 2009

1. The meeting was called to order by President Banner at 6:55 PM.
2. Roll call: Paul Banner, Ron Flaspohler, Stephanie Grathwol, Robert Heasley, Richard Holcomb, Susan Sonnevil. Absent (excused) Linda Driscoll
3. Acknowledgement of guests : Adam Doublestein of Byce & Associates
4. Reading and approval of minutes, with correction (adjourned on 12-16-2008 at 7:50 PM). Motion by Rob Heasley, support by Ron Flaspohler.
5. Monthly Financial Report: A transfer of \$5,000.00 from 9800 to 9330 is on hold while Teresa Stannard checks with our auditor, Jeff Rood, to see what account is best (perhaps 7210 ?). Motion by Stephanie Grathwol, support by Rich Holcomb. Motion carried.  
The monthly financial report was accepted and bills presented for payment were approved on a motion by Stephanie Grathwol, support by Rich Holcomb. Motion carried.
6. There was no public comment.
7. Monthly Director's Report: Teresa presented the report and made special mention about the Early Learning Station in the Children's Area and the upcoming Programs (they are many and in excellent shape, about 50 in February alone). She also showed us a clever "check book" pamphlet from the Grand Rapids Public Library.
8. The monthly statistical report was presented. While the numbers have improved and should be accurate, the comic books will be double-checked and monitored as the stats differ from the junior staff's shelving experience.
9. Communications: Teresa presented a letter of thanks from the American Red Cross that reported the recent Blood Drive's collection of 55 pints versus the goal of 41 pints. Paul presented a letter of thanks from Ministry with Community for a donation made by Lynne Bridges Meek in honor of the Parchment Community Library's Board of Trustees.
10. There were no committee reports.

## Unfinished Business

11. Website: Teresa presented an update on the website project.

12. HVAC Project: Adam Doublestein, P.E. of Byce & Associates presented the Bid Drawings with the board and various points were discussed by all in attendance. Adam will send a pdf of the SERIES 0 documents to Teresa on January 28<sup>th</sup>. In the coming weeks, Teresa will receive the bids at the library and Byce will assist us in evaluating.

Motion made by Rob Heasley, with support from Ron Flaspohler, to approve the Drawings and the Manual for bidding, provided that no significant issues surface from board members by close of business Monday February 2<sup>nd</sup>. Motion carried.

13. Remembering Parchment Project: Teresa presented an update and showed us one of the two digital audio recorders purchased for this project.

14. Policy Review – Materials Selection Policy, 2<sup>nd</sup> Reading: Discussion regarding potential challenge made by an outside person or group. Table further review until the next board meeting; Teresa requested to check again for policies at other libraries.

## New Business

There was no new business.

Other: The library's community room will be the site for a 2/16 reception of the Mill redevelopment. Paul will be out of the country February 9 to March 18.

The meeting was adjourned at 8:58 PM.

Respectfully submitted,

Stephanie G. Grathwol, Recording secretary