

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
DATE March 24, 2009

1. The meeting was called to order by President Banner at 7:00 PM.
2. Roll Call: Paul Banner, Linda Driscoll, Ron Flaspohler, Stephanie Grathwol, Robert Heasley, Richard Holcomb, Susan Sonnevil.
3. Acknowledgement of Guests: Jeff Rood of Siegfried Crandall
4. Reading and approval of Minutes. A motion to approve the minutes was made by R. Heasley with support by L. Driscoll; motion carried.
5. Monthly Financial Report: A motion to approve the following transfer was made by S. Grathwol with support by R. Holcomb; motion carried.
From 9800 To 9790 amount \$15,000.
The monthly financial report was accepted and bills presented for payment were approved on a motion by R. Flaspohler with support by R. Heasley; motion carried.
6. Public Comment: None.
7. Monthly Director's Report: Library Director Teresa Stannard presented the report and made special mention about the new book bags. She also displayed sketches of the potential new logo; Trustee Richard Holcomb has contributed to its design.
8. Monthly Statistical Report: T. Stannard presented the report; overall stats are up, and internet usage may be off a bit, due to a switch in the server providers. P. Banner noted that December, January, and February are new historical highs.
9. Communications: None.
10. Committee Reports: The board agreed with the Library Director's suggestion to change this year's evaluation survey of the Director and thus allow finalization of the Director's salary and inclusion in the annual budget process that is voted on in August. Personnel Committee Chair L. Driscoll will soon send the evaluation surveys and request that board members return the completed surveys in early April, to allow the Committee's report in May.

Unfinished Business

11. 2008 auditors Report: Jeff Rood of Siegfried Crandall presented the report and we began the review with the last page, number 13, then proceeded to

supporting detail on pages 7, 6, 4 and 5, then 10, 7, and 8. Discussion included questions and the following recommendations: Jeff advised that the current investments with non-Michigan banks be allowed to mature, and then reinvested with organizations that do operate in the state (page 10). When asked what improvements could be made, Jeff recommended the following enhancements:

- Two authorized signatures on ALL checks (not just those \$3,000.00 and more), to improve good internal control by having the second signatory look at the detail and ensure that the check amount matches the invoice.
- Bank Reconciliation: Have a second authorized person review the statement, including any outstanding checks, etc.
- MTD report showing Budget to Actual Variances. Jeff will send Teresa a copy of a sample Trial Balance report.

Teresa will propose how these better practice recommendations may be incorporated into the Bylaws and/or board policy as appropriate.

12. HVAC Project: Teresa presented status on this project. President Paul Banner will sign the contract with Byce & Associates. P. Banner presented a summary of facts about three control systems. Discussion. Paul will contact Adam Doublestein to have CL Mahoney propose use of the Mall City and Trane control systems and also set up a demo. CONTROL NET did demo a live application for a local business to us; ask for their client list.

13. Website: T. Stannard presented the new website and demonstrated the improved ease of use for patrons to access the Library's resources.

New Business

14. Policy Review – Closing Policy, 1st Reading: A motion to adopt this for first reading was made by R. Heasley with support by S. Grathwol; motion carried.

15. Legislative Committee: Discussion to disband or suspend this committee. A motion was made by S. Grathwol with support by R. Heasley to have the Legislative Committee active on an ad hoc basis; motion carried. Teresa will amend the Bylaws to incorporate this motion.

The meeting was adjourned at 8:48 PM.

Respectfully submitted,
Stephanie G. Grathwol, Recording Secretary