

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
DATE April 28, 2009

1. The meeting was called to order by President Banner at 6:58 PM.
2. Roll call: Paul Banner, Ron Flaspohler, Stephanie Grathwol, Robert Heasley, Richard Holcomb, Susan Sonnevil. Absent excused: Linda Driscoll.
3. Acknowledgement of guests: There were no guests.
4. Reading and approval of minutes: Motion by Robert Heasley, support by Richard Holcomb. Motion carried.
5. Monthly Financial Report: Teresa Stannard presented the report. The following transfer was approved on a motion by R. Heasley, support by Ron Flaspohler. Motion carried.

From 9800      To 9790      Amount \$5,000.00

The financial report was accepted and bills presented for payment were approved on a motion by R. Flaspohler, support by R. Heasley. Motion carried.

Discussion regarding our Wachovia account manager. Motion by Stephanie Grathwol, support by R. Holcomb to have Jerry Cross as our account manager, with the understanding that Trustee R. Heasley will recuse himself from discussions and decisions in this regard. Motion carried with R. Heasley abstaining.

6. There was no public comment.
7. Monthly Director's Report: Teresa presented the report. The trustees will participate in the July 11<sup>th</sup> Kindleberger Festival Parade.
8. The monthly statistical report was presented: The numbers are excellent, way up, and reflective of the tough economy.
9. Communications: Paul Banner referenced his earlier email to the board that contained a letter from a new division of the American Library Association. There is no interest in joining the new Association of Library Trustees, Advocates, Friends and Foundations.

10. Committee Reports – Personnel: On behalf of Linda Driscoll, R. Heasley reported that the committee is reviewing the Director’s Evaluation Surveys, and the Committee will make its recommendation at the May meeting.

#### Unfinished Business

11. Policy Review - Library Closing Policy: Motion by R. Heasley, support by R. Flashpohler to approve as reviewed without change. Motion carried.

12. HVAC Project: Teresa presented the progress report and Paul explained the Schedule of Values. Teresa will find out if the \$183,154.00 total includes sales tax and report back. Motion by S. Grathwol, support by R. Heasley to pay the initial sum of \$2,719.80. Motion carried.

13. Proposed Amendment to By-Laws: Changes to Section 3 (two signatures on all checks) and Section 6 (replace current text with “Legislative Committee was dissolved on May 26, 2009”) were discussed. Motion by R. Flaspohler, support by R. Holcomb to accept for 1<sup>st</sup> Reading. Motion carried.

14. Proposed New Account Numbers: Teresa presented a 3 page document showing the old and the new accounts along with the account description and type. She will find out if the account numbers are an accounting standard.

#### New Business

15. Quotes for Laptop Computers: Teresa presented quotes on laptops to be used for training library patrons. The board authorized the recommended purchase of eight HP Compaq Business Notebooks at \$8,010.00 plus about \$30 each for the “deep freeze” software on a motion by S. Grathwol with support by R. Heasley. Motion carried.

16. Policy Review – Internet Policy: Motion by R. Heasley, support by S. Grathwol to approve as written for 1<sup>st</sup> Reading. Motion carried.

The meeting was adjourned at 8:41 PM.

Respectfully submitted,

Stephanie G. Grathwol, Recording secretary