

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
DATE May 26, 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: There were no guests.
 4. Reading and approval of the April 28th minutes with *corrections* to Sections 11 and 13 as follows: Section 11 *corrected* to read that the motion was "...to approve as ~~revised~~ *reviewed without change*." Section 13 *corrected* to read that the motion was to "...accept for 1st Reading *with a sentence that says The Standing Legislative Committee was dissolved on April 28, 2009.*" Motion to accept the minutes with corrections 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 Ron Flaspohler, support by Linda Driscoll. Motion carried.
From 8540 To 7420 Amount \$1,500.00
- Discussion regarding CDs recommended by Wachovia's Lindsey Splendorio. This matter is tabled until the June meeting, at which time we hope to have a Wachovia representative present.
- The financial report was accepted and bills presented for payment were approved on a motion by R. Heasley, support by L. Driscoll. Motion carried.
6. There was no public comment.
 7. Monthly Director's Report: Teresa presented the report.
 8. The monthly statistical report was presented: The numbers are again excellent and the program attendance at the half-way point is beyond the attendance of all of last year.
 9. Communications: Paul Banner shared a letter from the Kalamazoo Community Foundation that reported \$50,585.95 as the March 31, 2009 balance in the Stanley Stevens Fund.

10. Committee Reports – Personnel: L. Driscoll provided a summary of the excellent and positive comments from the board regarding Director Teresa Stannard's performance. She has exceeded our expectations and the Personnel Committee recommended a three percent (3%) salary increase in the director's salary. Discussion regarding the March--October gap in salary increase; Teresa willingly foregoes the 3% increase until October 1. Motion by R. Heasley, support by R. Holcomb to increase the director's salary by 3% effective October 1, 2009 and to also have October 1 be the planned effective date of her salary each year thereafter. Motion carried.

Unfinished Business

11. Policy Review – Internet Policy, 2nd Reading. Motion by R. Heasley, support by R. Flaspohler to accept as written for 2nd reading and adoption. Motion carried.

12. HVAC Project: Teresa presented the progress report and commented that the construction crew is good to work with and is sensitive to the library's patrons and staff by, for example, warning in advance of loud noises, etc. The air conditioning should be operating again by 5/29. Sales Tax clarification: This is not included in the \$183,154.00 total. Motion by R. Heasley, support by Stephanie Grathwol to pay \$42,669.00 to C.L. Mahoney. Motion carried.

13. Proposed Amendment to By-Laws, 2nd Reading: Discussion. Sections 3 and 6. Motion by R. Heasley, support by R. Flaspohler to change the language for 2nd Reading and adoption. Motion carried.

14. Proposed New Account Numbers: Teresa is investigating what if any standard there is for a Chart of Accounts. The board requested that she begin to obtain quote on auditors as it has been a few years since we have looked at this.

New Business

No new business.

The meeting was adjourned at 8:25 PM.

Respectfully submitted,

Stephanie G. Grathwol, Recording secretary