

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

1. The meeting was called to order by President Banner at 7:00 PM.
2. Roll Call. Present: Paul Banner, Ron Flaspohler, Stephanie Grathwol, Rob Heasley, Richard Holcomb, Susan Sonnevil. Absent (excused): Linda Driscoll.
3. Acknowledgement of guests: No guests.
4. Reading and approval of the September 22nd minutes: Motion to approve by Rob Heasley, support by Richard Holcomb. Motion carried.

5. Monthly Financial Report: Director Teresa Stannard presented the report and also distributed the Final Revision of the 2009-2010 Budget
The following transfers were approved on a motion by R. Heasley, support by Stephanie Grathwol. Motion carried.

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|------|------|----|------|--------|------------|
| From | 7210 | To | 7220 | Amount | \$357.98 |
| From | 7260 | To | 7220 | Amount | \$4,744.00 |
| From | 7240 | To | 7220 | Amount | \$47.45 |
| From | 7400 | To | 7420 | Amount | \$17.85 |
| From | 8530 | To | 8540 | Amount | \$67.57 |
| From | 8600 | To | 9100 | Amount | \$636.19 |
| From | 7240 | To | 7250 | Amount | \$142.25 |

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

6. Public Comment: None.
7. Monthly Director's Report: Teresa presented the report.
8. Monthly Statistical Report: A new annual record has been set, with total circulation at 108,841 for the 2008-2009 period. Paul Banner has provided Teresa with a detailed historical comparison in EXCEL format.
9. Communications: Paul read from a Kalamazoo Community Foundation letter; a balance of \$2,969.59 is available to grant (recommendations will be made at the November board meeting) and quarterly statements are no longer mailed but are available online.

10. Committee Reports: None.

Unfinished Business

11. Policy Review – Circulation Policy, 2nd Reading: Motion by R. Holcomb, support by Ron Flaspohler to accept for second reading with changes. Motion carried.

12. Parchment Community Library Logo: Motion by R.Heasley, support by R. Flaspohler to adopt the graphic logo created by R. Holcomb and no tag line. Motion carried.

New Business

13. Policy Review – Privacy of Library Records, 1st Reading: Motion by R. Holcomb, support by S. Grathwol to approve, with the date as October 27, 2009. Motion carried.

The meeting was adjourned at 7:50 PM.

Respectfully submitted,

Stephanie G. Grathwol, Recording Secretary