

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: July 27, 2021**

1. **Call to order:** The meeting was called to order by Treasurer Harris at 6:37 pm.
2. **Present:** Paul Banner, Penny Beals, Kim Gheen, Valerie Harris, Robert Heasley, Lisa Lysdahl, Jennifer Roelof
Absent and excused: none
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Heasley with support from Lysdahl.
4. **Acknowledgment of guests:** At 6:39 pm, there was 1 guest.
- 5.* **Reading and approval of minutes:**
The minutes of the June 22nd meeting were accepted on a motion by Heasley with support from Beals.
- 6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner noted that the Stanley Stevens Fund on June 30, 2021 had a value of \$161,568.30. In June the fund had a net gain of \$286.03 with a YTD net gain of \$18,575.04. Grantmaking funds available are \$32,206.30.

Grants to be added to expense accounts

Transfers

There are no transfers this month.

Grants to be added to expense accounts

6/9 **\$3074.00** to **9100 Insurance** from **4095 Refunds**. Refund from Great American Insurance Company.

6/17 **\$300.00** to **9100 Insurance** from **4095 Refunds**. Refund from United States Liability Insurance Company.

Correction to Accounts 4030 and 4040: Stannard noted that Kalamazoo Township taxes (4040) were over budget by \$54,163.36 and Cooper Township taxes (4030) were under budget by nearly the same amount. The bookkeeper discovered that she had keyed in the wrong account number for a Cooper Township tax check in the amount of \$54,686.79. That error has been corrected.

Discussion: Paying bills online

Stannard asked for a discussion about paying some of the Library's bills online. She is working with the Library's auditor and the Library's bookkeeper to develop a clear pathway for tracking, recording, and reporting such payments. The Board agreed that paying certain bills online would be to the library's advantage, but noted that the Board must retain full stewardship and oversight of all transactions. They suggested that Stannard speak to PNC and Tony Clark about the potential risks of online transactions and how to minimize them.

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Financial statement reconciliations review schedule

June statements – Valerie

July statements – Paul

August statements – Kim

The financial report was approved, grants acknowledged, and bills to be paid in June approved, on a motion by Heasley with support from Lysdahl.

7. **Public comment:** At 7:01 pm, there was 1 guest, who made no comment.

8.* **Monthly Director's report:** Stannard presented the report.

Current services

Programs:

- **Storytimes.** Mrs. B will conduct her storytimes in the park Mondays and Thursdays, 10:30 am, June 14 – August 5. In September indoor storytimes will be held with some modifications due to the COVID threat. The full Community Room will be used, each session will be limited to 10 children, masks will be available for adults and children, social distancing will be encouraged, and crafts will be sent home with the participants rather than constructed in the library.
- **Observing the Moon** with Joe Comiskey was held Wed., July 14. 15 attended.
- **Kindleberger Park Tree Tour** was led by Sandy Bliesener on July 20. 16 attended.
- **Parchment Update.** All interviews are [posted weekly on the library's website](#). Recent interviews focused on the Kindleberger Fest, and include the Cornhole Tournament (6/14), Don Banner Memorial 5k (6/21), Children's Area (6/28), Kindleberger Fest Overview (7/5), and an interview with Matt Giraud (7/10).
- **Parchment Action Team** has been meeting since July 2017. This month we agreed that we had met our original goal, which was to facilitate communication between residents and City management. **We will now shift our focus and provide community forums on a bi-monthly schedule.** The first will be the Candidate Forum on September 27. The next will (likely) be a panel discussion with the Public Safety Task Force. The purpose of these forums is to provide clear information about current City issues to residents and to give them an opportunity to converse with those in charge. The Action Team will hold occasional planning meetings but will no longer meet monthly after the August 19th meeting.
- **Summer Reading.** 123 people have signed up so far. Storytimes in the Park have been well attended and the Silly Sidewalk has been a big hit.

Landscape Renovation – cost of 2 new trees

As instructed, Stannard asked OCBA to add new trees to replace those that will be removed this autumn. The two crab trees on the north side of the building will be replaced with one 2" diameter pink dogwood. The ornamental tree in the front lawn will be replaced with a 5/6 ft star magnolia. The locust

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tree near the sidewalk on Riverview will not be replaced, as there is another large locust tree nearby. The cost to install the two new trees is **\$1054.00**. This has been added to the Stap Bros. quote, which now totals **\$10,846.17**.

New Front Doors – Installation

Mark Bommersheim anticipates installing both sets of front doors in early September.

Circulation Desk

Hans from Board Foot sent an update on July 22. The majority of sheet goods are scheduled to ship by the end of the month. Board Foot will press the remaining sheets themselves. Hardware and drawer box material is in stock. Unfortunately, the missing material will arrive when they are in the midst of a restaurant project which is scheduled for August and part of September. The installation of the Circulation Desk will likely occur in October.

10. Communications

There were no communications.

11. COVID update [Strategic Planning - tabled]

Stannard presented the update.

- **Library hours**
 - Library hours will expand on September 1.
 - 9:00-7:00 Mon, Tue, Wed
 - 9:00-5:00 Thu, Fri
 - 9:00-1:00 Sat
- **The Library is at Stage 5 of the Reopening Plan**
 - The Library has returned to nearly-normal operations.
 - Indoor programs: Masks will be available (adult & child sizes) for those who wish to use them and participants will maintain social distancing as much as possible.
 - Staff will continue to monitor the status of vaccinations and COVID infections in Kalamazoo County and will change operations as needed.

12. Committee reports: There were no reports.

Unfinished Business

13. 2021-2022 Budget* – 2nd Reading*

The 2021-2022 Budget was approved for 2nd reading on a motion by Harris with support from Beals.

14. Policy Review – ADA Policy – 2nd Reading*

The ADA Policy was approved for 2nd reading and approved as reviewed on a motion by Roelof with support by Heasley.

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15. Policy Review – Credit and Debit Card Acceptance Policy – 2nd Reading*

The Credit and Debit Card Policy was approved for 2nd reading and approved as amended on a motion by Heasley with support by Gheen.

16. Policy Review – Credit Card (for staff) Policy – 2nd Reading*

The Credit Card (for staff) Policy was approved for 2nd reading and approved as amended on a motion by Heasley with support by Gheen.

New Business

There was no new business.

17. Board comments

The trustees remarked that the Kindleberger Festival and the Library's Book Sale went very well.

18. Public comment

At 7:32 pm, there was 1 guest, who made no comment.

19. Adjournment

President Banner adjourned the meeting at 7:32 pm.

Minutes taken by Teresa Stannard, Library Director.