

PARCHMENT COMMUNITY LIBRARY
 BOARD OF TRUSTEES MEETING MINUTES
 DATE: January 25, 2022

1. **Call to order:** The meeting was called to order by President Banner at 6:30 pm.
2. **Present:** Paul Banner, Penny Beals, Kim Gheen, Valerie Harris, Lisa Lysdahl, Jennifer Roelof

Absent and excused: Robert Heasley
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Beals with support from Harris.
4. **Acknowledgment of guests:** At 6:33 pm, there were no guests.
5. **Reading and approval of minutes:**
The minutes of the December 21 meeting received unanimous approval on a motion by Lysdahl with support from Beals.
6. **Monthly financial report:**

Transfers

\$8786.50 to M&R Building from 9800 Additions to Reserve Fund.

Significant expenditures include \$12,488.86 to Bommersheim Window & Door for new front doors, \$808.86 to Esper Electric for soffit lights, new outlet in Director’s office (per MiOSHA recommendation), new light in Director’s closet, repairing outlets in brick pillars, and \$485.54 for an external key safe (per Kalamazoo Township Fire Marshal).

\$6231.09 to 9350 M&R Site Maintenance from 9800 Additions to Reserve Fund.

Significant expenditures include \$10,846.17 to Stap Brothers for landscaping and \$791.00 to Wolverine Lawn Maintenance for fall cleanup.

Grants to be added to expense accounts

There were no such grants in December.

Grant award: MI-83 TLC Kits

We have been awarded an **Online Programming Kit** (Programming laptop, video camera, microphone, tripod, green screen, webcam, and kit container) and an **Outdoor Programming Kit** (speaker system, microphone, weather canopy). So far we have received the laptop. The rest of the online programming kit should arrive in January and February. The outdoor programming kit will arrive in April and May.



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Grant award: MI-83 Digital Library Connection Grant

Using \$870,000 in ARPA (American Rescue Plan Act) funds in order to provide all Michigan residents access to digital content in ebook and audiobook format, every public library in Michigan received a grant to purchase OverDrive digital materials. Available titles to purchase are in education, health, job-seeking skills, and workforce development. We received **\$1735**. I elected to make these funds available to the SMLC OverDrive group purchase committee.

Memorial Funds in remembrance of Mary Tilma

We received **\$320** in honor of Mary Tilma. I have selected audiobooks to purchase in January and February with these funds.

Financial statement reconciliations review schedule

November statements – Kim (statements are now ready for review)

December statements – Valerie

January statements - Paul

The financial report, transfers, grants, and bills to be paid in January received unanimous approval on a motion by Gheen with support from Harris.

7. **Public comment:** At 6:50 pm, there were no guests.
8. **Monthly Director's report:** Stannard presented the report.

Programs

Current events:

- **Storytimes in December.** Mrs. B hosts in-person storytimes on Wednesdays and Thursdays at 10:00 am in January. She also has [Storytime-to-Go on the Kids page](#).
- **Lobby Display Case Exhibit:** Great Michigan Read Programs at PCL. Exhibit on display January 3–February 15.

Past events:

- **Parchment Update.** All interviews are [posted weekly on the library's website](#). January topics include Great Michigan Read (Library Ambassador Karen Woodworth); Looking Back at 2021 and Ahead to 2022 (Parchment Mayor Rob Britigan); Preparations for 40th Kindleberger Festival (Festival Founder Zen Campbell); and Parchment Innovation Center Update (Principal Craig Thornton, to be posted January 31).
- **Great Michigan Read Launch Party.** *The Women of the Copper Country* by Mary Doria Russell. Open House held on January 10. Attendance: 8.
- **Parchment Book Group:** *Ordinary Grace* by William Kent Krueger. Held on January 10. Attendance: 3. (One regular was quarantined with COVID, another had been exposed and was awaiting a test.)
- **Mystery Book Club:** *Still Life* by Louise Penny. Held on January 17. Attendance: 2.

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- **Michigan Copper: Formations and Shapes** presented by Bill Mitchell. Part of *Great Michigan Read* programming. Held on January 18. Attendance: 10.

Coming Events

- **Lobby Display Case Exhibit:** Reading Together 2022. Exhibit will be on display February 16-March 31.
- **Show & Tell: My Copper Country Story** presented by Theresa Payne. Part of *Great Michigan Read* programming. January 26, 6:00 p.m. Program will be presented on Zoom; people can watch at home or at library.
- **Film & Discussion: 1913 Massacre.** We'll view the film in person together and then discuss it with producers/directors Ken Ross & Louis V. Galdieri, who will appear via Zoom. Part of *Great Michigan Read* programming. January 31, 6:00 p.m.
- **Film & Discussion: Red Metal: The Copper Country Strike of 1913.** Part of *Great Michigan Read* programming. February 7, 6:00 p.m.
- **Parchment Book Group: The Women of the Copper Country** by Mary Doria Russell. Part of *Great Michigan Read* programming. February 14, 6:00 p.m.
- **A Simple Guide to Black Holes** presented by Michael Sinclair. February 15, 6:00 p.m.
- **Mystery Book Club: The Unquiet Bones** by Mel Starr. February 21, 4:00 p.m.

Circulation Desk project

The new circulation desk was installed January 12–15 (Wednesday – Saturday). BoardFoot Co. returned on the evening of January 19 to take care of a few small items on the tick list. The veneer panels for the front of the desk were not installed due to a delay in obtaining the veneer, and will be installed as soon as possible – hopefully within 2 weeks. The desk was fully functional and looked fine without the veneer panels when the library opened on Monday, January 17. The baseboards on the front of the desk will be installed once the veneer panels are in. The baseboards on the staff side of the desk will be installed once the carpet and tile have been repaired.

Carpet and tile repair

Since the footprint of the new desk does not match that of the old one, new carpet tiles need to be installed on the staff side of the desk. Further, the old ceramic tile that was originally on the public side of the desk and is now on the staff side should be removed and replaced with carpet. Happily, there is a sufficient supply of carpet tiles in storage. Stannard obtained a quote from **Central Tile**, who has done work for the library in the past: **\$970** to remove the old ceramic tile and **\$546** to install the carpet tiles. Once the carpet is repaired BoardFoot can install the baseboards on the staff side of the desk.

Staff In-Service on January 12

While the library was closed for the circulation desk installation, library staff met for an in-service on January 12 from 9:00 to 12:00. The minutes of this staff meeting were included in the board meeting packet.

New outlet for security gate

The security gate was formerly plugged into an electrical box within the cabinet of the book return in the circulation desk. The book return cart was always bumping into the electrical box. When the new circulation

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desk was installed, Stannard had the electrician close the junction box in the book return cabinet and move the outlet to a spot on the pillar underneath the security gate control box.

9. Monthly Statistical report

Stannard presented the report.

10. Communications

There were no communications.

11. Strategic Planning

Stannard presented her priorities for consideration, and invited the trustees to share their suggestions.

1. Improve communication with the community

- a. Improve website (See Item 15 below)
- b. Newsletter – mailed?
- c. Add TikTok to social media

2. Improve public PCs and print/copy/scan/fax

- a. Move from Envisionware to MyPC and PaperCut for public PC and print management (See Item 16 below)
- b. Update copiers when lease expires in May 2022. Add self-service fax capability to the copiers, with the goal of making faxing free of charge. (Have already signed contract with Applied Imaging)
- c. Create work area near public copier to accommodate visitors with larger projects.

3. Refresh building interior

- a. New wallpaper, esp. on lower level
- b. Update restrooms on lower level
- c. Replace tile in entrance (between the doors) with walk-off carpet tiles.
- d. Repair carpeting as needed.
- e. Remove counter in children's area
- f. New seating in Adult corner
- g. Plan to replace tiled flooring throughout building.

12. Committee reports: There were no reports.

Unfinished Business

13. Policy Review – Personnel Policy – 2nd Reading

The Personnel Policy was accepted for 2nd Reading and adoption as revised with unanimous approval on a motion by Harris with support from Beals.

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New Business

Item 14 Annual Organizational Meeting

Annual Organizational Meeting:

The annual organizational meeting was opened at 7:25 pm by President Banner with unanimous approval on a motion by Roelof with support by Gheen.

A. Election of officers

Current officers were reappointed with unanimous approval on a motion by Harris with support from Beals.

B. Appointments of Committees

President Banner appointed the following committees:

- **Materials Review Committee:** Lysdahl (chair), Beals, Heasley
- **Personnel Committee:** Harris (chair), Gheen, Roelof

C. Financial institutions

The following financial institutions were unanimously approved on a motion by Beals with support from Lysdahl.

- **PNC** (primary checking)
- **Kalamazoo Community Foundation** (Stanley Stevens Fund)
- **First National Bank** (Insured Cash Sweep, CDARS, Money Market)

D. Review schedule for financial reconciliation statements

The reconciliation statements for library accounts will be reviewed by a board officer each month using the following schedule:

JAN	President
FEB	Vice President
MAR	Treasurer
APR	President
MAY	Vice President
JUN	Treasurer
JUL	President
AUG	Vice President
SEP	Treasurer
OCT	President
NOV	Vice President
DEC	Treasurer

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E. Completion of Conflict of Interest statements

Each trustee was given a Conflict of Interest statement to complete. These will be kept on file in the Board Meeting Documents – Current Year binder in the Director’s office.

President Banner closed the Annual Organizational Meeting at 7:35 pm on a motion by Lysdahl with support from Gheen.

Item 15 Pixelvine quote for website redesign

Stannard recommended that the Trustees approve the quote from [Pixelvine Creative](#) to redesign and host the library’s website. The cost is **\$2575** to redesign the site using WordPress, and **\$65** per month (\$780/yr) to maintain it.

Pixelvine has designed the websites for the City of Parchment and the Van Buren District Library, and both have provided very positive recommendations. The Ransom District Library has hired Pixelvine to design their website, but it has not yet launched.

The quote from Pixelvine in the amount of \$2575, to be paid from the budget account 8195 Software Support and funded by a transfer from 9800 Additions to Reserve Fund, was unanimously approved on a motion by Harris with support from Roelof.

Item 16 TBS quote for PC and print management

Stannard recommended that the Trustees approve the quote from TBS for MyPC (public PC management), PaperCut (print management), and ePRINTit Mobile Printing. The TBS package will cost **\$5724** to purchase (which includes \$1200 for training and the 1st year maintenance) and **\$1107/yr maintenance** thereafter.

The quote from TBS in the amount of \$5724, to be paid from the budget account 8195 Software Support and funded by a transfer from 9800 Additions to Reserve Fund, was unanimously approved on a motion by Gheen with support from Lysdahl.

17. Board comments

The trustees requested that Stannard bring the list of trustees with terms ending in December 2022 to the February meeting.

18. Public comment

At 8:01 pm, there were no guests.

19. Adjournment

President Banner adjourned the meeting at 8:02 pm.

Minutes taken by Teresa Stannard, Library Director.