

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: December 21, 2021

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, Robert Heasley, Lisa Lysdahl, Jennifer Roelof  
**Absent and excused:** Valerie Harris
3. **Acceptance of agenda:**  
Hans Parker was added to the agenda at 4.a.  
**The agenda received unanimous approval on a motion by Heasley with support from Gheen.**
4. **Acknowledgment of guests:** At 6:32 pm, there was 1 guest, Hans Parker.
  - 4.a. Hans Parker, from Board Foot Co., addressed the Board concerning the recent installation delay for the new service desk. Mr. Parker said that all veneered pieces for the desk were placed into the press together, and a faulty batch of glue caused the veneer to fail. All the veneered pieces will need to be made again. He is expecting new material very soon and hopes to be able to install the desk in early January. Mr. Parker left at 6:40 pm.
5. **Reading and approval of minutes:**  
**The minutes of the November 23 meeting received unanimous approval on a motion by Beals with support from Lysdahl.**
6. **Monthly financial report:**

**Stanley Stevens Fund**  
President Banner noted that the balance in the Stanley Stevens account on November 30 was \$164,115.34. Grantmaking stands at \$32,206.30. \$5618.68 will be added to the Grantmaking fund in early January, bringing the total to \$37,824.98. An estimated \$26,886 will be taken from Grantmaking to pay for the new Circulation Desk.

**Transfers**  
No transfers were needed this month.

**Grants to be added to expense accounts**  
There were no such grants in November.

**Financial statement reconciliations review schedule**  
November statements – Kim  
December statements – Valerie  
January statements - Paul

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**Audit**

The preliminary documentation has been delivered to the auditor. He expects to begin field work in mid-January and to deliver a draft audit for review by mid-February.

**The financial report and bills to be paid in November received unanimous approval on a motion by Heasley with support from Gheen.**

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

**Programs**

**Lobby Display Case Exhibit:** Holiday Greetings: A Collection of Antique Postcards and Greeting Cards. Guest curator Julie Camp. On display December 1-30.

**Storytimes in December.** Mrs. B will host in-person storytimes on Wednesdays and Thursdays at 10:00 am. She also has [Storytime-to-Go on the Kids page](#).

**Holiday Chocolate**

December 1, 6:00-8:00 pm. At least 800 people attended. The Friends had their best Holiday Basket raffle ever.

**Parchment Book Group:** *The World According to Fannie Davis: My Mother's Life in the Detroit Numbers* by Bridgett M. Davis (A 2020 Michigan Notable Book)  
December 6, 6:00 pm. 5 attended.

**Holiday Craft Workshop (for adults)**

December 9, 6:00 pm. 14 registered; 7 attended

**Gingerbread House Workshop (for kids)**

December 13, 6:30 pm. 20 children registered; 15 attended.

December 14, 6:30 pm. 20 children registered; 11 attended.

**Mystery Book Club:** Choose one of five holiday-themed mysteries

*The Latke in the Library & Other Mystery Stories for Chanukah* by Libi Astaire

*The Twelve Clues of Christmas* by Rhys Bowen

*Raven Black* by Ann Cleeves

*Mrs. Claus and the Santaland Slayings* by Liz Ireland

*Christmas at the Mysterious Bookshop* by Various Authors, edited by Otto Penzler

Scheduled for December 20, 4:00 pm.

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**Events in January**

**Storytimes in January.** Mrs. B will host in-person storytimes on Wednesdays and Thursdays at 10:00 am. She also has [Storytime-to-Go on the Kids page](#).

**Marshmallow Challenge** (Kids 3-12) January 5 – February 25. Kids can read to earn raffle tickets to win a free hot cocoa from Biggby's.

**Grant: Great Michigan Read Action Grant \$645.** Grant prepared and submitted by Karen Woodworth, Library Ambassador, to support six events (highlighted in yellow below).

**Great Michigan Read Launch Party (open house format)**

Scheduled for January 10, 4:00–6:00 pm.

The Great Michigan Read book is *The Women of the Copper Country* by Mary Doria Russell (also a 2020 Michigan Notable Book)

**Parchment Book Group:** *Ordinary Grace* by William Kent Krueger

Scheduled for January 10 at 6:00 pm.

**Mystery Book Club:** *Still Life* by Louise Penny

Scheduled for January 17 at 4:00 pm.

**Michigan Copper: Formation and Shapes** presented by Bill Mitchell

Scheduled for January 18 at 6:00 pm.

Part of Great Michigan Read programming

**Show and Tell: My Copper Country Story** presented by Theresa Payne

Scheduled for January 26 at 6:00 pm.

Part of Great Michigan Read programming

**Film & Discussion: 1913 Massacre**

Scheduled for Monday, January 31 at 6:00 pm.

Part of Great Michigan Read programming

**Film & Discussion: Red Metal: The Copper Country Strike of 1913**

Scheduled for Monday, February 7 at 6:00 pm.

Part of Great Michigan Read programming

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**Book Discussion with the Parchment Book Group**

Scheduled for Monday, February 14 at 6:00 pm.

Part of Great Michigan Read programming

**Staff In-Service on December 15**

Kevin King, Community Outreach Coordinator, and Natalie Isham, Lead Teen Librarian, from the Kalamazoo Public Library spoke with us about their strategies for dealing with challenging populations – teens, unhoused persons, and those with mental health and/or substance abuse issues. They joined us from 10:00 am to noon. At noon, staff enjoyed a lunch break and our annual cookie exchange. From 12:30 to 2:00, they discussed the presentation and ways in which they can improve our service to these populations.

**Kindleberger Fest 2022**

Stannard noted that this year marks the 40<sup>th</sup> anniversary of the Kindleberger Fest. Zen Campbell, who initiated the first Kindleberger Festival, is coordinating plans for the anniversary celebration. She met with local leaders at the library in December.

**9. Monthly Statistical report**

Stannard presented the report.

**10. Communications**

There were no communications.

**11. COVID update [Strategic Planning - tabled]**

Stannard presented the update. Banner noted that since it is clear that COVID will be a factor in our lives for the foreseeable future, the trustees and director should resume strategic planning.

- **Library hours**

Hours may not change until February 2022. Stannard is waiting to see the COVID surge after the holidays.

**Proposed expanded hours:**

9:00-7:00 Mon, Tue, Wed

9:00-5:00 Thu, Fri

9:00-1:00 Sat

- **Masks are recommended but not required**

- All staff must wear masks. Signs on the front doors alert visitors that masks are recommended but not required. Masks are available (adult & child sizes) for those who wish to use them and will maintain social distancing as much as possible.
- Staff are prepared to move in-person programs to Zoom as needed.

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**12. Committee reports:** There were no reports.

**Unfinished Business**

There was no unfinished business.

**New Business**

**13. Policy Review – Personnel Policy – 1st Reading**

The Personnel Policy was accepted for 1<sup>st</sup> Reading as revised with unanimous approval on a motion by Beals with support from Lysdahl.

**14. Board comments**

Banner congratulated the library staff, Friends of the Library, and Parchment Garden Club on a very successful Holiday Chocolate and Parchment Wassailing on December 1.

**17. Public comment**

At 7:35 pm, there were no guests.

**18. Adjournment**

President Banner adjourned the meeting at 7:35 pm.

Minutes taken by Teresa Stannard, Library Director.