

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: November 23, 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, Valerie Harris, Lisa Lysdahl
Absent and excused: Robert Heasley, Jennifer Roelof
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Gheen with support from Beals.
4. **Acknowledgment of guests:** At 6:31 pm, there was 1 guest, who made no comment.
5. **Reading and approval of minutes:**
The minutes of the October 26 meeting received unanimous approval on a motion by Beals with support from Gheen.
6. **Monthly financial report:**

Stanley Stevens Fund

President Banner noted that he the Stanley Stevens statement he received for October from the Kalamazoo Community Foundation had the same information as the September statement and assumed it was incorrect. [Addendum: On December 2, President Banner forwarded a corrected October statement to all trustees and the library director. The balance at the end of October 2021 was \$167,169.80.] Stannard noted that in January 2022 \$5618.68 should be added to the Grant Making Value, bringing it to a total of \$37,824.98. An estimated \$26,886 will be taken from Grant Making to pay for the Circulation Desk.

FY 2020-2021 final statement

Stannard included the 20-21 year-end statement in this month's packet.

PPT Reimbursement

A check was received from the Local Community Stabilization Authority in the amount of **\$21,173.76** on 10/27/2021.

Transfer from First National to PNC

This month Stannard transferred an additional \$50,000 from the Library's account at First National to our checking account at PNC. This should be sufficient until tax revenues arrive in December and January.

Transfers

No transfers are needed this month.

Grants to be added to expense accounts

10/14 **\$129.00** to **9100 Insurance**. Refund from Donegal Insurance Group

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Financial statement reconciliations review schedule

October statements - Paul

November statements – Kim

December statements – Valerie

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

7. **Public comment:** At 6:43 pm, there was 1 guest, who made no comment.
8. **Monthly Director’s report:** Stannard presented the report.

Teens

Stannard spoke to the trustees about middle school behavior issues. She and other staff have had to ask students to leave the library when their behavior was disrupting other visitors. She said the goal is always to welcome everyone into the library, and to help students understand clearly why certain behaviors are a problem. She asked the trustees to refer to her any parents or community members with questions or concerns.

Knoxbox

At the Kalamazoo Township Fire Marshall’s request, a Knoxbox key safe has been installed on the exterior of the building for the Fire Department’s use.

Holiday lights in the sunken garden

Stannard noted that she and members of the Sunken Garden Crew, along with the Parchment Public Works crew, installed holiday lights and Christmas trees in the sunken garden in Kindleberger Park. The lights will remain through December.

Programs

Current events:

- **Storytimes in November.** 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](#).
- **Lobby Display Case Exhibit:** Chinese Artifacts from the Clack Family: Qing (Manchu) Dynasty (1644-1912). Guest Curator: Norma Clack. Exhibit on display November 1–30.

Past events:

- **Parchment Update.** All interviews are [posted weekly on the library’s website](#). Recent interviews include the Parchment Veterans Memorial (Committee Chair Rob Heasley); Parchment Schools (Jason Misner); Holiday Chocolate (Cheryl Lyon-Jenness); and Parchment Wassailing (to be posted November 29).
- **Michigan’s Haunted Lighthouses** with Dianna Stampfler. Held on October 28. Attendance: 25.
- **Parchment Book Group:** *The Dutch House: A Novel* by Ann Patchett. Held on November 1. Attendance: 5.

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- **Kalamazoo County ID Mobile Unit Event.** Held on November 9. Attendance: 5.
- **Mystery Book Club:** *Death by Pumpkin Spice* by Alex Erickson. Held on November 15. Attendance: 3.

Coming Events:

- **Lobby Display Case Exhibit:** Antique Holiday Postcards. Guest curator: Julie Camp. Exhibit will be on display December 1-30.
- **Holiday Chocolate and Parchment Wassailing.** Dec. 1, 6:00-8:00 pm.
- **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 p.m.
- **Holiday Craft Workshop** (for adults): December 9, 6:00 p.m. Registration requested.
- **Make-It, Take-It Gingerbread Houses** (for children ages 5-10): December 13 OR December 14, 6:00 p.m. Registration required, registration begins Dec. 1.
- **Mystery Book Club:** Choose one of five holiday-themed mysteries. December 20, 4:00 p.m.
- **Great Michigan Read Launch Party.** *The Women of the Copper Country* by Mary Doria Russell. Open House, January 10, 4:00–6:00 p.m.

Circulation Desk project

The new circulation desk will be installed December 15–18 (Wednesday – Saturday). The library will be closed on these days. I plan to have staff workshops that week.

New addition to the team

This month we welcomed Coleen Austin to the library team. She brings a wealth of customer service experience and a sunny disposition to the job. She will work at the Circ Desk 12 hours a week.

December meeting

We'll meet on the third, rather than fourth, Tuesday in December, which is December 21.

9. Monthly Statistical report

Stannard presented the report.

10. Communications

There were no communications.

11. COVID update [Strategic Planning - tabled]

Stannard presented the update. She noted that a new Public Health Advisory had just been released by the Michigan Department of Health and Human Services. The advisory strongly advises, but does not mandate, that everyone wear a mask while indoors in a public space. Stannard said that she would continue to mandate that all staff wear a mask inside the library, and would continue to encourage, but not require, visitors to wear a mask. The trustees voiced support for this strategy.

- **Library hours**

Stannard will not change the hours until after the holidays; no sooner than January 3, 2022.

Proposed expanded hours:

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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 for the public upon request.
- **Indoor programs:**
 - We have masks available (adult & child sizes) for those who wish to use them and will maintain social distancing as much as possible.
 - We are prepared to move in-person programs to Zoom as needed.

We'll 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. Policy Review – Workplace Bullying Policy – 2nd Reading

The Workplace Bullying Policy was accepted for 2nd Reading without change, and will be incorporated into the Personnel Policy, with unanimous approval on a motion by Harris with support from Lysdahl.

14. Policy Review – Social Media Policy – 2nd Reading

The Social Media Policy was accepted for 2nd Reading without change, and will be incorporated into the Personnel Policy, with unanimous approval on a motion by Harris with support from Lysdahl.

New Business

There was no new business.

16. Board comments

17. Public comment

At 7:27 pm, there was 1 guest, who made no comment.

18. Adjournment

President Banner adjourned the meeting at 7:28 pm.

Minutes taken by Teresa Stannard, Library Director.