

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: April 27, 2021

Note: This meeting was held online via Zoom.us.
All trustees were admitted from the Zoom waiting room at 7:00 pm.
All votes were taken as roll call votes.

1. **Call to order:** The meeting was called to order by President Banner at 7:02 pm.
2. **Roll call:**
Paul Banner, attending from Kalamazoo Twp., Kalamazoo Co., Michigan
Penny Beals, attending from Cooper Township, Kalamazoo Co., Michigan
Kim Gheen, attending from Kalamazoo Township, Kalamazoo Co., Michigan
Valerie Harris, attending from Parchment, Kalamazoo Co., Michigan (entered at 7:07 pm)
Robert Heasley, absent and excused
Lisa Lysdahl, attending from Parchment, Kalamazoo Co., Michigan
Jennifer Roelof, attending from Cooper Township, Kalamazoo Co., Michigan
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Beals with support from Gheen.
Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:08 pm, there was 1 guest – Ian Rees, auditor, Gabridge & Co.
- 5.* **Reading and approval of minutes:**
The minutes of the March 23rd meeting were accepted as corrected on a motion by Gheen with support from Beals.
Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.
- 6.* **Monthly financial report:**

Presentation of the 2019-2020 audit

Ian Rees of Gabridge & Company presented a summary of the 2019-2020 audit. He congratulated the Library on a clean audit and a healthy fund balance.

Stanley Stevens Fund

President Banner noted that the March Stanley Stevens Fund (Kalamazoo Foundation) statement is not available due to trouble with printing PDF files from the KalFound website. [**Addendum:** On April 28, Banner sent an email to all trustees and to Stannard with a PDF of the March 2021 statement. Per this statement, the Fund gained \$4,749.33 in March, with a 3/31/2021 balance of \$153,345.23. Grantmaking funds available are \$32,206.30.]

2nd Quarter Transfers

- **\$139.15 to 9370 Fire Alarm** from **9800 Additions to Reserve Fund**. Over budget due to 5-year sprinkler inspection, which cost \$583.50. Other anticipated charges in this line item (annual monitoring fee \$480 and annual inspection fee of \$1075.65) have been billed and were within budget.
- **\$79.99 to 9788 Cap. Imp. Furnishings** from **9800 Additions to Reserve Fund**. Purchase of an office chair.

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Grants to be added to expense accounts

3/18 **\$1000** to **7420 Programs**, from the Friends of the Library to support the 2021 Summer Reading Program.

1st State Aid Check has arrived in the amount of **\$4286.52**, so the annual total should be \$8573.04. This is much more than the budgeted amount of \$3500, and more than last year's total of \$7981.06. Stannard had budgeted the reduced amount because of rumors that state income would be significantly less due to COVID.

Financial statement reconciliations review schedule

March statements – Valerie (to be reviewed May 2)

April statements – Paul

May statements – Kim

The financial report was approved, transfers authorized, grant acknowledged, and bills to be paid in March approved, on a motion by Gheen with support from Roelof.

Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.

7. **Public comment:** At 7:27 pm, there were no guests.
- 8.* **Monthly Director's report:** Stannard presented the report.

Current services

Programs:

- **Storytimes.** Mrs. B is now conducting her storytimes live on Zoom on Wednesdays and Thursdays, 10:30-11:00, and provides craft bags for participants to pick up each week.
- **Craft bags.** Mrs. B makes a new craft bag each week for anyone to pick up. The crafts are designed for ages 4 and up.
- **Mystery Book Club.** Karen is hosting the [Mystery Book Club](#) on the 3rd Monday each month at 4:00 pm via Zoom. Due to very low attendance, **the Club will end in June** and will not reconvene until in-person meetings are allowed.
- **Parchment Update.** All interviews are [posted weekly on the library's website](#). Recent interviews include Jessica Hernandez Melchor with Buen Provecho restaurant, Carl Howard of Lewis C. Howard (new warehouse), and Cheryl Lyon-Jeness discussing the two Kalamazoo River Restoration grants Parchment has been awarded.
- **Parchment Action Team** meets on the 3rd Thursday each month at 7:00 pm on Zoom. [See all the details here.](#)
- **Faith Perspectives on Climate Change (an Earth Day Event).** Held April 20. 31 people registered, 23 attended. Three local faith leaders made individual videos that were posted at

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the beginning of April. Attendees were invited to watch the videos and to discuss their views on climate change.

- **Renovating a KVP Mill House. May 18 at 7:00 pm.** Local historian and Parchment resident Steve Rossio will share the story of ongoing renovations to his family's home, originally a KVP Mill house. Register [HERE](#) to receive an email reminder with the Zoom information.
- **The Art of Revision with Elizabeth Kerlikowske. June 3, 10, 17, 24. Cost \$15. Limit 12 participants.** Great writing is not born that way – it's a product of revision. Improve your revision skills in a four-week online writing workshop for **advanced writers** led by local poet/author Elizabeth Kerlikowske. Discuss your writing each week with a lesson for the next time. Topics will include form, best practices, and how to read your writing as if you're not you. Click [HERE](#) to register.

Lending Play Equipment: The **Friends** have provided a **grant of \$1000** to purchase outdoor play equipment which may be borrowed with a library card. The Library has been conducting a community survey to determine what play equipment people prefer. The survey results and the list of play equipment were included in the packet under **Item 8a and Item 8b**.

OverDrive Magazines and Audiobooks:

- In April 2020 Stannard purchased from RBdigital an annual unlimited, simultaneous use subscription for 3200 magazines for \$1770 and for 40,000 audiobooks for \$2250. OverDrive purchased RBdigital shortly thereafter and agreed to honor the contract until it expired.
- Stannard recently received a quote from OverDrive of \$25,000 to renew the magazine subscription (yes, \$25,000), and a quote of \$3000 to renew the audiobook subscription. The audiobook quote seemed reasonable until Stannard discovered that this bought access to just 200 audiobooks. She did not renew either subscription.
- **PressReader** is a good alternative vendor of digital magazines and newspapers. They offer a 68% discount for small libraries and quoted **\$1750** for an annual subscription to 7000 magazines and newspapers (3100 in English) with unlimited access and simultaneous use. The price may increase 3-5% yearly.
- Given the cancelation of many print magazines and putting our newspaper subscriptions on hold until the COVID threat is gone, Stannard noted that there is room in the budget to start a PressReader subscription immediately. While digital periodicals haven't seen much use here Stannard thinks it is wise to continue to offer them, with the expectation that print magazines will continue to migrate to digital-only.

Book Sale: The Friends of the Library book sale in the atrium continues and has earned \$271.50 as of April 15. The Friends have rented two tents and will have a book sale in the rear parking lot on July 10. This sale will coincide with Kindleberger Fest, if it is held this year.

Amazon Prime: All Michigan Library Cooperatives are now offering **free Amazon Prime membership** to their member libraries. The Library currently doesn't have Amazon Prime with our Amazon Business account, as it would cost the Library \$500 per year. The Co-ops will each pay just \$300 per year for

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Prime, which makes this a very good deal. Prime ensures free shipping on all orders and provides faster shipping.

Summer Reading: The Library will have a Bingo-themed program this year for all ages. Each participant will receive a Bingo card. Each square on the card has an action (such as Read a Mystery, or Complete the Silly Sidewalk). There will be three prizes available to each player. Mrs. B will continue the weekly online storytime and add a weekly outdoor storytime in Kindleberger Park. Additional outdoor activities will include a Silly Sidewalk, a Tree Scavenger Hunt, a Riverview Drive Scavenger Hunt, a History of the Sunken Garden program with Cheryl Lyon-Jenness, and a tree tour of Kindleberger Park with Sandy Bliesener. More details in May!

Handrail repair: On April 9, Division 5 Metalworks straightened the bent handrail at the front entrance as well as they could. They will quote steel (stainless or galvanized) replacement railings in the near future. The new railings will be bolted to the existing concrete pad.

9.* **Monthly statistical report:** Stannard presented the report.

10. **Communications:** There were no communications.

11. **COVID Update:** [in lieu of Strategic Planning which is on hold]
Stannard presented the update.

- **Staff member tested positive for COVID**

A staff member tested positive for COVID on April 12. She was last in the building on April 7 and believes she was exposed on the evening of April 8. For that reason, and based on the advice given by the Kalamazoo County Health Department when a staff member tested positive for COVID in late November under similar circumstances, Stannard did not require staff to quarantine.

- **Staff COVID-19 vaccinations**

Six staff members have received both vaccinations and will be fully immunized no later than April 22. Of the four remaining staff, two have received their first vaccination and will be fully immunized by May 19, and the other two do not plan to receive the vaccine.

- **Re-Opening Plan updated**

The revised plan can be read here: <https://drive.google.com/file/d/1C6sA3ZqxFh8wCOXHN1crtit-NHbJcQ2u/view?usp=sharing>.

In the 'Keeping Employees Safe' section on page 13, Stannard added the following text:

If a staff member has been fully vaccinated for COVID-19 [added 3/29/2021]

For the purposes of this guidance, people are considered **fully vaccinated** for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2

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weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

Fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.

Fully vaccinated people who do not quarantine should still monitor for symptoms of COVID-19 for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care.

Fully vaccinated staff must wear masks and practice social distancing when working in the library.

https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_1615143411738

<https://health.clevelandclinic.org/already-vaccinated-heres-why-you-shouldnt-stop-wearing-your-face-mask-yet/>

- **Virtual meetings may continue**

In December, the Kalamazoo County Commission declared a state of emergency due to the COVID-19 epidemic, which will last until December 31, 2021. According to current Michigan Open Meetings Act and MiOSHA rules, this declaration allows the Library Board to continue to meet virtually through the end of the year.

- **In-Person meetings**

Should the Library Board wish to meet in person, they can do so if all attendees can maintain a six-foot distance and wear masks, and if the total number of people in the building does not exceed 50% of the Library's maximum occupancy (which is 262). The Community Room can hold 12 guests in addition to 7 trustees and the Director. The atrium area can hold 12 additional guests, but the microphone and speaker system would be needed in order for them to hear the proceedings.

President Banner asked the trustees to state their preference for a virtual or in-person meeting in May. The trustees chose to conduct the May meeting virtually on Zoom. Until the COVID threat is sufficiently reduced in the Kalamazoo area, the trustees will decide each month whether to hold the next month's meeting in person or virtually.

12. **Committee reports:** President Banner asked the Personnel Committee about their progress with the Director's Evaluation. Committee Chair Gheen replied that the evaluation forms are ready and will be distributed to trustees on May 1, to be returned no later than May 15. Gheen reminded all trustees to look for the link in their new "PCL" trustee gmail accounts. The Committee will present the final report at the May 25th meeting.

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Unfinished Business

Item 13 Policy Review - Security Camera Policy – 2nd Reading*

The Security Camera Policy was accepted for 2nd reading and adopted as revised on a motion by Beals with support by Harris.

Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.

Item 14 Policy Review - Privacy of Library Records Policy – 2nd Reading*

The Privacy of Library records policy was renamed the Disclosure of Library Records Policy, accepted for 2nd reading, and adopted as revised on a motion by Gheen with support by Harris.

Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.

New Business

Item 15 Presentation of Liability Insurance Quotes*

Stannard presented three quotes for liability insurance.

The Michigan Municipal Risk Management Authority (MMRMA) proposal was selected, and Stannard was instructed to transfer the Library's liability insurance from the current carrier to MMRMA, on a motion by Beals with support by Lysdahl.

Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.

Item 16 Library of Things Lending Guidelines*

The Guidelines will be added to the Circulation Policy.

The Guidelines were accepted for 1st Reading as presented on a motion by Beals with support by Harris.

Roll call vote: AYE: Beals, Gheen, Harris, Lysdahl, Roelof, and Banner. NAY: none.

Item 17 Discussion of proposed Circulation Desk designs*

A design from Board Foot Co. was selected, and Stannard was given permission to grant final approval and to start work as soon as possible, by unanimous consent. No vote was taken.

15. **Board comments:** none
16. **Public comment:** at 8:31 pm there were no guests.
17. **Adjournment:** President Banner adjourned the meeting at 8:32 pm. Stannard terminated the online meeting at that time.