

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: September 28, 2021

1. **Call to order:** The meeting was called to order by President Banner at 6:33 pm.
2. **Present:** Paul Banner, Penny Beals, Valerie Harris, Robert Heasley, Lisa Lysdahl
Absent and excused: Kim Gheen, Jennifer Roelof
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Heasley with support from Lysdahl.
4. **Acknowledgment of guests:** At 6:34 pm, there was 1 guest, who made no comment.
5. **Reading and approval of minutes:**
The minutes of the August 24th meeting received unanimous approval on a motion by Beals with support from Harris.
6. **Monthly financial report:**

Stanley Stevens Fund

President Banner noted that the Stanley Stevens Fund on August 31, 2021 had a value of \$165,509.94. In August the fund had a net gain of \$3162.14 with a YTD net gain of \$22,516.68. Grantmaking funds available are \$32,206.30.

Transfers

\$710 to 7280 Health Insurance from **9800 Additions to Reserve Fund**.

(Overage = \$709.24)

\$285 to 8120 Continuing Education from **9800 Additions to Reserve Fund**. This covers the cost for Teresa and Karen to attend the Michigan Library Association annual conference in October.

\$5 to 8510 Telephone from **9800 Additions to Reserve Fund**. (Overage = \$3.52)

\$2500 to 9330 M&R Building from **9800 Additions to Reserve Fund**. We had three repairs from Mall City Mechanical in September: Fix a leaking pump (\$768), install a new UPS on the JACE unit (\$470), and upgrade the software on our JACE unit (\$878). We have \$762 left in this line item. This transfer will cover incoming costs plus any unexpected repairs through September 30.

\$11,000 to 9350 Site Maintenance from **9800 Additions to Reserve Fund**. This is the cost for the landscape renovation project. Some of the work may be done in October. (Cost = \$11,046.17; \$786.86 remains in the budget line.)

\$355 to 9370 Fire Alarm from **9800 Additions to Reserve Fund**. The rechargeable batteries in our emergency lights needed to be replaced. (Overage = \$353.00)

\$3000 to 9390 M&R Computers from **9800 Additions to Reserve Fund**. Overage due to the cost to upgrade our server and to install 6 new PCs. (Overage = \$2914.93)

\$2100 to 9420 Electricity from **9800 Additions to Reserve Fund**. (Overage due to increase in electricity costs and a very hot summer.)

\$27,305 to 9787 Cap. Imp. Computers from **9800 Additions to Reserve Fund**. This covers both the server renewal and the 6 new public workstations.

(Overage = \$27,304.65)

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\$14,622 to 9789 Cap. Imp. Fixtures & Equipment from **9800 Additions to Reserve Fund**. This is the down payment to Board Foot Co. for the new Circulation Desk. This will be reimbursed from the Kalamazoo Foundation endowment fund.

Total amount to be transferred from 9800 Additions to Reserve Fund = \$61,882

Grants to be added to expense accounts

8/19 **\$260 PPE Grant** from SMLC. This was divided into:
\$130.95 to 7400 Office Supplies
\$129.05 to 9340 Maintenance Supplies

8/19 **\$2000 Collection Development Grant** from SMLC. This was divided into:
\$409.50 to 9781 Books (VOX Books)
\$1590.50 to 9784 AV (Binge Box DVD sets and Hoopla Digital)

First National CD

The library's last remaining CD in the CDARS account matured on September 9 and was rolled into the ICS account at First National Bank. Value as of 8/31/2021 was \$214,448.45.

Transfer from ICS to PNC

Stannard transferred \$100,000.00 from the First National ICS account to the PNC Checking account on August 26.

Uniform Chart of Accounts update

The bookkeeper consulted with a colleague who is expert in QuickBooks. She was advised to maintain a single company (rather than creating a duplicate company with the new account numbers) and once the changeover has taken place to use the crossover chart to find documents entered using the old numbering system. This will also allow the Library to change to the new chart of accounts at any time, not just at the turn of the fiscal year.

Financial statement reconciliations review schedule

August statements – Kim
 September statements – Valerie
 October statements - Paul

The transfers, grants, financial report, and bills to be paid in August received unanimous approval on a motion by Beals with support from Heasley.

7. **Public comment:** At 6:50 pm, there was 1 guest, who made no comment.
8. **Monthly Director's report:** Stannard presented the report.

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Current services

Programs:

- **Storytimes in October.** Mrs. B will host a Zoom storytime on Tuesdays at 9:30 am, in-person storytimes (with limited attendance) on Wednesdays at 10:00 am, and outdoor storytimes on Thursdays at 10:00 am. She also has [Storytime-to-Go on the Kids page](#).
- **Parchment Update.** All interviews are [posted weekly on the library's website](#). Recent interviews include the Kalamazoo Scottish Festival (8/30), Let's Talk Parks Ice Cream Social (9/13), Multi-Site Health Study of PFAS Exposure (9/20), Clothing Drive for DRC and Burundi (9/27).
- **Elizabeth Kerlikowske's Revisionistas: A Poetry Reading.** 8/31 (Zoom). 22 attended.
- **September 11, 2001: The Day That Changed the World.** Poster Exhibit on display September 1-30
- **New York Twin Towers by Murphy Darden.** Model on display September 10-30. Video interview with Murphy Darden posted online.
- **Lobby Display Case Exhibit: Constitution Week.** Guest Curator: Sue Thielman, Lucinda Hinsdale Stone Chapter, DAR. September 13-30.
- **Kalamazoo County ID Mobile Unit Event.** 9/14. 8 attended.
- **Mystery Book Club.** 9/20. 1 attended.
- **Parchment City Commission Candidate Forum.** 9/27. 6:30 pm. 18 attended.
- **Multi-Health Study Drop-in Q&A.** 10/2. 10:00-12:30.
- **Parchment Book Group.** 10/4. 6:00 pm.
- **Write with Wilma Writing Workshop (Zoom).** 10/7, 10/14, 10/21, 10/28. 10:00-11:30 am.
- **Mystery Book Club.** 10/18. 4:00 pm.
- **How to Participate in NaNoWriMo (National Novel Writing Month) (Zoom).** 10/19. 7:00 pm.
- **Michigan's Haunted Lighthouses with Dianna Stampfer.** 10/28. 7:00 pm.

New public computers installed 9/21/21

CTS installed 6 Lenovo backpack computers on September 21. The invoice from CTS has not been received yet, but Stannard estimates the cost will be approximately \$1550 per unit will not exceed the amount of \$2000 per unit approved at last month's meeting.

Server upgrade complete

The project was **\$139.67** over budget due to an increase in hardware costs.

Power outage from storm at 5 pm Sept 7, closed one hour early. Closed all day Sept 8.

9. Monthly Statistical report

Stannard presented the report.

10. Communications

There were no communications.

11. COVID update [Strategic Planning - tabled]

Stannard presented the update.

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- **Library hours**

Stannard had planned to expand library hours on October 1. Due to the Delta variant and the COVID transmission level at HIGH in Kalamazoo County, she will delay changing our hours to November 1 or later.

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 by not required.

- **Indoor programs:**

- 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.

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. Policy Review – Circulation Policy – 2nd Reading

The Circulation Policy received unanimous approval for 2nd reading and adoption as revised on a motion by Beals with support from Heasley.

14. Policy Review – Materials Selection Policy – 2nd Reading

The Materials Selection Policy received unanimous approval for 2nd reading and adoption as revised on a motion by Heasley with support from Lysdahl.

New Business

15. Set Non-Resident Fee for 2021-2022 to \$95

The Non-Resident Fee was set to \$95 (per household per year) with unanimous approval on a motion by Harris with support from Lysdahl.

16. Board comments

17. Public comment

At 7:15 pm, there was 1 guest, who made no comment.

18. Adjournment

President Banner adjourned the meeting at 7:17 pm.

Minutes taken by Teresa Stannard, Library Director.