

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 22, 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, Robert Heasley.

Absent and excused: Lisa Lysdahl, Jennifer Roelof.
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Heasley with support from Beals.
4. **Acknowledgment of guests:** At 6:31 pm, there were two guests.
 - 4.a. Ian Rees, of Gabridge & Company, presented the 2020-2021 audit. He reported that the audit was clean with no problems, and that the fund balance is healthy.
5. **Reading and approval of minutes:**
The minutes of the January 25 meeting, with corrections, received unanimous approval on a motion by Gheen with support from Harris. President Banner asked that the amount of each quote in Items 15 and 16 be included in the motion statement. He also asked Stannard to confirm that the amounts of the transfers were correct.
6. **Monthly financial report:**

Transfers
There are no transfers this month.

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

New Financial Management Guide
The Library of Michigan has issued a [new financial management guide](#). Stannard recently attended a webinar about the Guide. One change to note is the recommendation that all libraries adopt a Fund Balance Policy. Stannard will bring a suggested policy for Board consideration to the March or April meeting.

Financial statement reconciliations review schedule
December statements – Valerie (statements are now ready for review)
January statements - Paul (statements are now ready for review)
February statements – Kim

The financial report and bills to be paid in February received unanimous approval on a motion by Harris with support from Beals.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 22, 2022

7. **Public comment:** At 7:30 pm, there was one guest, who made no comment.
8. **Monthly Director's report:** Stannard presented the report.

Programs

Current events:

- **Storytimes.** 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:** Reading Together. Exhibit on display February 18–March 31.

Adult Programs

Current events:

- **Winter Reading Program.** To date: 7 adults and 2 teens have completed sheets.

Past events:

- **Parchment Update.** All interviews are [posted weekly on the library's website](#). February topics include Parchment United Methodist Church Fresh Food Initiative (Nancy Lenz and Rev. Thomas Davenport); Parchment High School Competitive Cheer Team (Coaches Hillary Campbell and Kelly Carbary and Team Member Jordyn VanderMeer); A Play in a Day (Elizabeth Keiser); and [TBA].
- **Show & Tell: My Copper Country Story** presented by Theresa Payne. Part of *Great Michigan Read* programming. Hybrid program held on January 26. Attendance: 6.
- **Film & Discussion: 1913 Massacre.** With special guests producers/directors Ken Ross & Louis V. Galdieri. Part of *Great Michigan Read* programming. Held on January 31. Attendance: 15.
- **Film & Discussion: Red Metal: The Copper Country Strike of 1913.** Part of *Great Michigan Read* programming. Held on February 7. Attendance: 11.
- **Parchment Book Group: The Women of the Copper Country** by Mary Doria Russell. Part of *Great Michigan Read* programming. Held on February 14. Attendance: 10.
- **A Simple Guide to Black Holes** presented by Michael Sinclair. Held on February 15. Attendance: 13.

Coming Events

- **Mystery Book Club: The Unquiet Bones** by Michigan author Mel Starr. February 21, 4:00 p.m.
- **Smithsonian Poster Exhibit: Picturing Women Inventors.** Scheduled to be on display March 1-31.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 22, 2022

- **Parchment Book Group:** *The Best We Could Do* by Thi Bui. Reading Together selection. March 14, 6:00 p.m.
- **Friends of the Library Book Sale.** Saturday, March 19, 9:00 a.m.-1:00 p.m. Early Bird Admission \$2 8:00-9:00 a.m.
- **Mystery Book Club:** *Murder at the Brightwell* by Ashley Weaver. March 21, 4:00 p.m.
- **Author Visit: Dr. Edward Sarkis Balian, *Turn the Page: The Bob Seger Story.*** Wednesday, March 30, 6:30 p.m.
- **A Play in a Day with Elizabeth Keiser.** For ages 7 through retirement. Friday, April 1. Workshop 1:30-3:30, performance at 4:00.

Circulation Desk project

The Circulation Desk is complete except for the front panels. As of this writing no installation date is set, but installation is anticipated to be done in the next week.

Carpet and tile repair

Central Tile completed most of the carpet and tile repair. A small adjustment to level the floor behind the circ desk, which affects two carpet tiles, still needs to be done.

Website redesign project

The first half of the design fee has been paid to Pixelvine. They will begin working on our project in two weeks.

Print management software

TBS has consulted with Clark Technical and all specifications have been finalized. Stannard expects to hear from the TBS implementation team in a few days to schedule training and installation.

9. Monthly Statistical report

Stannard presented the report.

10. Communications

A reciprocal patron noticed on her checkout receipt that she had saved over \$1000 this year by using the library (checking out 5 to 6 books per week). She was so elated that she gave the library a \$50 donation.

Stannard reported that as of mid-February (4½ months into the fiscal year) the library has saved patrons \$521,000, which is just under the library's annual budget of \$545,472. By the mid-point of the fiscal year at the end of March, the library will have more than made up its annual budget in savings to the community.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 22, 2022

11. Strategic Planning

The trustees agreed to begin a new 3-year strategic plan in March or April.

12. Committee reports: There were no reports.

Unfinished Business

There was no unfinished business.

New Business**13. Policy Review – Closing Policy – 1st Reading**

The Closing Policy was accepted for 1st Reading as revised with unanimous approval on a motion by Heasley with support from Gheen.

14. Policy Review – FOIA Policy – 1st Reading

The FOIA Policy was accepted for 1st Reading without change with unanimous approval on a motion by Heasley with support from Gheen.

15. Trustee elections in November

Beals, Heasley, and Roelof will have their 4-year terms end on December 31, 2022. Of these, Beals will run for re-election, Roelof will not run for re-election, and Heasley is undecided. In addition, Banner will retire from the Board mid-term on December 31 this year.

Trustees who plan to run for re-election should note that the deadline to get on the ballot is in August.

Stannard was asked to contact the County regarding the procedure to fill a mid-term (2-year) seat.

16. Board comments

Heasley thanked Banner and Stannard for the clean audit.

18. Public comment

At 7:50 pm, there was one guest, who said that she liked that the Apollo system tells her when she has already read a book

19. Adjournment

President Banner adjourned the meeting at 7:51 pm.

Minutes taken by Teresa Stannard, Library Director.