

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: May 25, 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 7:00 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
Robert Heasley, attending from Parchment, Kalamazoo Co., Michigan
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 Heasley with support from Roelof.

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

4. **Acknowledgment of guests:** As of 7:03 pm, there were no guests.

5.* **Reading and approval of minutes:**

The minutes of the April 27th meeting were accepted on a motion by Beals with support from Harris.

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

6.* **Monthly financial report:**

Stanley Stevens Fund

President Banner noted that the Stanley Stevens Fund on April 30, 2021 had a value of \$158,329.75. In March the fund had a net gain of \$4749.33 and in April a net gain of \$4984.52, with a YTD net gain of \$15,336.49. Grantmaking funds available are \$32,206.30.

Transfers

There were no transfers this month

Grants to be added to expense accounts

4/25 **\$1000 to 7420 Programs**, from the Friends of the Library to purchase a collection of play equipment to lend.

\$588 to 9782 Periodicals, from the Friends to reimburse the cost of the annual BookPage subscription.

Financial statement reconciliations review schedule

April statements – Paul

May statements – Kim

June statements - Valerie

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The financial report was approved, grants acknowledged, and bills to be paid in April approved, on a motion by Heasley with support from Gheen.

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

7. **Public comment:** At 7:12 pm, there were no guests.

8.* **Monthly Director's report:** Stannard presented the report.

Current services

Programs:

- **Storytimes.** Mrs. B will conduct her storytimes live on Zoom June 3 on Wednesdays and Thursdays, 10:30-11:00.
- **Mystery Book Club.** Due to very low attendance on Zoom, **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 Denise Hensley of Josie's Southern Comfort Food restaurant, Kent DeBoer and the new Master Plan, and City Manager Nancy Stoddard.
- **Parchment Action Team** meets on the 3rd Thursday each month at 7:00 pm on Zoom. [See all the details here.](#)
- **Renovating a KVP Mill House. May 18 at 7:00 pm.** Local historian and Parchment resident Steve Rossio shared the story of ongoing renovations to his family's home, originally a KVP Mill house.
- **The Art of Revision with Elizabeth Kerlikowske. June 3, 10, 17, 24. Cost \$15. Limit 12 participants.** A four-week online writing workshop for **advanced writers** led by local poet/author Elizabeth Kerlikowske. Topics will include form, best practices, and how to read your writing as if you're not you.

VITA Tax Help: The tax season was extended to May 17 this year. VITA volunteers assisted clients here each Wednesday from February 10 – May 12, helping a total of 92 taxpayers file their taxes.

Summer Reading: June 7 – August 7 we will have a Bingo-themed program for all ages. PDFs of the brochure and the Bingo cards are included in the packet.

Binge Box DVD sets: Stannard used a grant from SMLC to purchase 14 Binge Box DVD sets from Midwest Tapes for \$726.16. Each Binge Box contains 4 to 6 DVDs on a particular theme. For example, "Don't Go in the Water" contains Jaws, 47 Meters Down, The Meg, The Shallows, and Deep Blue Sea, and "Mob Hits" contains Lawless, The Gangster Squad, Scarface, The Untouchables, and The Godfather. Stannard expects these to be popular! Patrons may borrow one Binge Box at a time, but they may borrow up to 7 additional DVDs.

Vox Children's Books: Using a special discount and a grant from SMLC, Barb has purchased 10 [Vox](#)

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[talking books from Library Ideas](#) for \$439.50. These picture books have a built-in audiobook. Readers can listen to the story read aloud while reading the print book. Sound cues are given to prompt the reader to turn the page.

New Public Workstation: Usage of our public workstations is increasing; a few times all 5 of the available computers have been in use. Stannard has ordered a new PC, which will bring our total to 6. The workstation will be paid with a grant from SMLC.

2021 Policy Review schedule: You will find an updated policy review schedule in the packet. Since we are no longer required by our insurance carrier to maintain separate policies for Sexual Abuse and Molestation Prevention, Social Media, and Bullying, Stannard plans to incorporate these into the Personnel Policy, which is up for review in December. This will reduce the number of policies to be reviewed.

Circulation Desk update: No installation date has yet been set.

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]

- **Update for fully vaccinated persons**

On May 13, the CDC announced "that fully vaccinated people no longer need to wear a mask or physically distance in any setting, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance." This was followed by a similar announcement by Governor Whitmer on May 14. Libraries are governed by MIOSHA. On May 24, MIOSHA announced and as of this writing Miosha has not announced updated rules. Library directors have been advised to continue to follow current Miosha protocols, which mandate that masks be worn by everyone inside the library. New rules are expected from Miosha soon; Stannard will share any updates at the meeting.

- **Virtual meeting vs in-person meeting in June**

The June 22 Board of Trustees meeting will be held in the Community Room of the library, at 7:00 pm.

12. **Committee reports:** Personnel Committee Chair Roelof presented the Director's evaluation. Director Stannard received a rating of 'Excellent' and the Committee recommends a salary increase of up to 5% in FY 2021-2022.

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Unfinished Business

13. **Policy Review - Library of Things Lending Guidelines– 2nd Reading***
The Library of Things Lending Guidelines (to be added to the Circulation Policy) was accepted for 2nd reading and adopted as revised on a motion by Gheen with support by Heasley.
Roll call vote: AYE: Beals, Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.

New Business

14. **Landscape Renovation quotes***
The bid from Stap Brothers, including Add Additional #1 for tree removal, was approved on a motion by Beals with support by Harris, with a transfer of \$9071.73 from 9800 Additions to Reserve Fund to 9790 Site Maintenance. Stannard was instructed to ask OCBA to select trees to replace those to be removed.
Roll call vote: AYE: Beals, Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
15. **Consideration of additional charge for ‘nose/tail’ coverage from MMRMA liability insurance***
The additional \$922 one-time fee for nose/tail coverage was approved on a motion by Gheen with support by Heasley.
Roll call vote: AYE: Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: Beals.
16. **Board comments:** Heasley congratulated Library Ambassador Karen Woodworth for her continuing work on Parchment Update, which is one of the few ways residents can hear local news. Beals agreed, adding that the Update covers the breadth of our demographic and provides good, hopeful news.
17. **Public comment:** at 8:17 pm there were no guests.
18. **Adjournment:** President Banner adjourned the meeting at 8:18 pm. Stannard terminated the online meeting at that time.