

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES

DATE: June 22, 2021

1. **Call to order:** The meeting was called to order by President Banner at 7:01 pm.
2. **Present:** Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Lisa Lysdahl, Jennifer Roelof  
**Absent and excused:** Valerie Harris
- 3.\* **Acceptance of agenda:**  
**The agenda was approved on a motion by Heasley with support from Beals.**
4. **Acknowledgment of guests:** At 7:02 pm, there were no guests.
- 4a.\* **Tony Clark – discussion of new server quote:**  
Tony Clark of Clark Technical Services discussed the proposed budget for renewing the library's server.  
**Heasley made a motion, with support from Beals, to approve a not-to-exceed budget of \$15,003.69 for the project and to authorize a transfer from 9800 Additions to Reserve Fund to 9787 Cap. Imp Computers & Peripherals.**  
*Roll call vote: AYE: Beals, Gheen, Heasley, Lysdahl, Roelof, and Banner. NAY: none.*
- 5.\* **Reading and approval of minutes:**  
**The minutes of the May 25th meeting were accepted as corrected on a motion by Gheen with support from Heasley.**
- 6.\* **Monthly financial report:**

**Stanley Stevens Fund**

President Banner noted that the Stanley Stevens Fund on May 31, 2021 had a value of \$161,282.27. In May the fund had a net gain of \$2952.52 with a YTD net gain of \$18,289.01. Grantmaking funds available are \$32,206.30.

**Grants to be added to expense accounts**

5/6 **\$30 to 7420 Programs**, from 6700 Program Fees & Support.  
5/13 **\$15 to 7420 Programs**, from 6700 Program Fees & Support.

**Delinquent Taxes received 5/13/21 from the Kal. Co. Tax Revolving Fund**

4010 Parchment City	1847.66
4020 Kalamazoo City	455.53
4030 Cooper Twp	8214.26
4040 Kalamazoo Twp	5668.38
<b>Total</b>	<b>16,185.83</b>

**Financial statement reconciliations review schedule**

May statements – Kim  
June statements – Valerie  
July statements - Paul

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**The financial report was approved, grants acknowledged, and bills to be paid in May approved, on a motion by Roelof with support from Lysdahl.**

7. **Public comment:** At 7:23 pm, there were no guests.
- 8.\* **Monthly Director's report:** Stannard presented the report.

**Current services**

**Programs:**

- **Storytimes.** Mrs. B will conduct her storytimes in the park Mondays and Thursdays, 10:30 am, June 14 – August 5.
- **Kindleberger Park History Walk** was led by Cheryl Lyon-Jenness on June 15. 39 attended.
- **Observing the Moon** with Joe Comiskey is scheduled Wed., July 14 at 8:00 pm.
- **Kindleberger Park Tree Tour** with Sandy Bliesener will occur on Tues., July 21, at 6:30 pm.
- **Parchment Update.** All interviews are [posted weekly on the library's website](#). Recent interviews include the PFAS Settlement (5/24), PHS Graduation plans (5/31), Northwood Elementary Social-Emotional Learning update (6/7), Kindleberger Fest Cornhole Tournament (6/14), and Kindleberger Fest Don Banner Memorial 5k (6/21).
- **Parchment Action Team** meets on the 3<sup>rd</sup> Thursday each month at 7:00 pm on Zoom. [See all the details here.](#)

**MIOSHA Consultation**

On June 10, at the Director's invitation, a MIOSHA consultant conducted a safety inspection of the library. He found a few minor problems (missing safety data sheets for janitorial products, a residential extension cord, an old wooden ladder, and an additional outlet needed) but overall gave us a positive review. His advice was very helpful.

**Circulation Desk**

Hans from Board Foot continues to try to source the materials needed for our desk. As of this writing, the installation date has not been set.

**MLA Conference 2021**

Karen has been selected to present a workshop about her Parchment Update series at the Michigan Library Association conference this year! **Not Just Talking Heads: Building Community through Interviews** is scheduled for **Thursday, October 14 from 2:10-2:55 pm.**

**Possible alternative to paper board packets**

The trustees discussed using tablets to view documents at Board meetings. They decided that those who do not need printed Board packets will bring their own mobile devices to the meetings. All trustees should let Stannard know if they prefer a paper or a digital packet.

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

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- 10. Communications:** Stannard noted that the library received a letter from a former resident who is now living in France. The resident sent a donation along with a letter thanking the library for making digital materials available. She appreciates being able to read English-language novels.
- 11. COVID Update** [in lieu of Strategic Planning, which is on hold]
- **Update for fully vaccinated persons**  
On May 24, MIOSHA updated its rules to confirm that fully vaccinated employees do not need to wear masks or socially distance. We posted signs on the front door and in the lobby that clearly state that everyone in the building must wear a mask unless they are fully vaccinated, or are 2 years old or younger, or cannot medically tolerate a mask.
  - **Changes coming in June**  
Governor Whitmer announced that as of June 22, 2021, all broad COVID restrictions for masks and gatherings will be lifted. Unfortunately there are no updated MIOSHA rules yet. As soon as possible after June 22, we will move to Stage 5 of the Reopening Plan. All tables and chairs will return to their original positions, meeting rooms will be reopened, and drinking fountains will be purged and cleaned. Not sure if we will put out the toys in the children's area right away.
  - **Library hours**  
At the moment there aren't enough staff to return to pre-COVID normal hours. Stannard will expand our hours as soon as enough staff are hired and trained; no later than September 1. Based on our pre-COVID usage patterns she is considering reducing our evening hours from four days to three days a week, and Saturdays to four hours: 9-7 M, T, W; 9-5 Th, F; 9-1 Sa.
  - **MIOSHA COVID Workplace Safety Ambassador Program**  
On June 10, a MIOSHA consultant conducted a COVID-19 inspection as part of their Safety Ambassador Program. This is a voluntary program, and no penalties are assessed if problems are found. Happily, he found that our Re-Opening Plan and employee training were most satisfactory.
- 12. Committee reports:** There were no reports.

**Unfinished Business**

There was no unfinished business.

**New Business**

**13. 2021-2022 Budget\* – 1<sup>st</sup> Reading\***

**The 2021-2022 Budget was approved for 1<sup>st</sup> reading on a motion by Heasley with support from Beals.**

**14. Policy Review – ADA Policy – 1<sup>st</sup> Reading\***

**The ADA Policy was approved for 1<sup>st</sup> reading on a motion by Heasley with support by Roelof.**

**15. Policy Review – Credit and Debit Card Acceptance Policy – 1<sup>st</sup> Reading\***

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The Credit and Debit Card Policy was approved for 1<sup>st</sup> reading as amended on a motion by Beals with support by Heasley.

**16. Policy Review – Credit Card (for staff) Policy – 1<sup>st</sup> Reading\***

The Credit Card (for staff) Policy was approved for 1<sup>st</sup> reading on a motion by Heasley with support by Gheen.

**17. Quote for replacing both sets of front doors**

The quote from Bommersheim Window & Door to replace both sets of front entry doors, in the amount of \$12,488.66, with funds to be transferred from 9800 Additions to Reserve Fund to 9330 M&R Building, was approved on a motion by Heasley with support from Roelof. Due to the current lack of materials and workers due to COVID, the Director was able to obtain only one quote. This was accepted because the repair is critical, the amount of the quote is reasonable, and because of the 30-year history between Bommersheim and the Library.

**18. Board comments**

The trustees remarked that was nice to be meeting in person again.

**19. Public comment**

At 8:28, there were no guests.

**20. Adjournment**

President Banner adjourned the meeting at 8:28 pm.

Minutes taken by Teresa Stannard, Library Director.