

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: August 24, 2021

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, Lisa Lysdahl, Jennifer Roelof
Absent and excused: none
- 3.* **Acceptance of agenda:**
The agenda was approved on a motion by Heasley with support from Lysdahl.
- 4.a* **Public hearing for proposed 2021-2022 budget:**
The public hearing was called to order by President Banner at 6:32 pm.
The public hearing was opened on a motion by Beals with support from Gheen.
1 guest was in attendance, who made no comment.
The public hearing was closed on a motion by Heasley with support from Roelof.
President Banner closed the public hearing at 6:33 pm.
- 4 b* **Adoption of 2021-2022 millage levy and budget:**
The by-law to read the Resolution in its entirety was waived, the 2021-2022 millage of 1.9699 was approved, the 2021-2022 Budget was accepted on 3rd reading as unchanged from the 2nd reading, and the 2021-2022 Budget Resolution was adopted on a motion by Beals with support from Heasley.
Roll call vote: AYE: Beals, Gheen, Harris, Heasley, Lysdahl, Roelof, and Banner. NAY: none.
5. **Acknowledgment of guests:** At 6:35 pm, there was 1 guest, who made no comment.
- 6.* **Reading and approval of minutes:**
The minutes of the July 27th meeting were accepted on a motion by Gheen with support from Roelof.
- 7.* **Monthly financial report:**

Stanley Stevens Fund
President Banner noted that the Stanley Stevens Fund on July 31, 2021 had a value of \$162,347.80. In July the fund had a net gain of \$779.50 with a YTD net gain of \$19,354.54. Grantmaking funds available are \$32,206.30.

Transfers
\$2598.00 to 9100 Liability Insurance from 9800 Additions to Reserve Fund to cover the switch from Great American Insurance to MMRMA.
\$320.45 to 9788 Cap. Imp. Furnishings from 9800 Additions to Reserve Fund to cover the cost of new mini-blinds for office windows. (7 windows, 1 door)

Grants to be added to expense accounts
There were none in July.

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First National CD

The library's last remaining CD in the CDARS account will mature on September 9 and will be rolled into the ICS account at First National Bank. Value as of 7/31/2021 was \$214,088.07.

Uniform Chart of Accounts update*

The Michigan Treasury released a new Chart of Accounts last year. Stannard noted that while we are not required to migrate to the new chart until FY 2022-2023, it seemed prudent to prepare for it well in advance. She, the bookkeeper, and the auditor have finalized the new account list and believes we can change to the new schedule on October 1. The bookkeeper is still working with a QuickBooks expert to answer a final few questions. If, however, Stannard is not fully confident in making the change on October 1 we can wait until October of 2022.

Financial statement reconciliations review schedule

August statements – Kim

September statements – Valerie

October statements - Paul

The transfers, financial report, and bills to be paid in July were approved on a motion by Heasley with support from Harris.

8. **Public comment:** At 6:46 pm, there was 1 guest, who made no comment.

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

Current services**Programs:**

- **Storytimes in September.** 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](#).
- **Observing the Moon** with Joe Comiskey was held Wed., July 14. 15 attended.
- **Kindleberger Park Tree Tour** was led by Sandy Bliesener on July 20. 16 attended.
- **Parchment Update.** All interviews are [posted weekly on the library's website](#). Recent interviews include the Kindleberger Summer Concert Series with Julie Heasley (7/17), PFAS UNITEDD update with Dr. Courtney Carignan (7/26), Pickleball at Kindleberger Park with Jon Heasley (8/2), Panther Pawlooza with George Stamas (8/9). Removed from website since the event has been changed due to COVID), and an Evening of Celtic Culture (Summer Concert) with Lou Ann Shafer (8/16).
- **Parchment Action Team** will provide community forums on a bi-monthly schedule. The first will be the Candidate Forum on September 27. The purpose of these 'Community Conversations' is to provide clear information about current City issues to residents and to give them an

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opportunity to converse with those in charge. The Action Team will hold occasional planning meetings but will no longer meet monthly after the August 19th meeting.

- **Summer Reading.** 123 people participated. 25 Adults (48% earned all prizes, 36% earned no prizes); 13 Teens (62% earned all prizes, 31% earned no prizes); 63 Children (62% earned all prizes, 41% earned no prizes); 23 Ages 0-3 (61% earned all prizes; 41% earned no prizes).
- **Silly Sidewalk.** We offered 13 silly prizes. Each person who completed the Silly Sidewalk earned one raffle ticket (per day) to win a prize. 322 raffle tickets were submitted by 82 different people (57 submitted at least 2 tickets).
- **Elizabeth Kerlikowski's Revisionistas Poetry Reading. Tuesday, August 31, 6:30 pm.** Due to the high COVID transmission rate in our area, this event will be held entirely on Zoom.
- **September 11, 2001: The Day That Changed the World. September 1-30.** Poster exhibit near Local History Room. The Friends of the Library paid \$400 to have the posters mounted on foam core.
- **Kalamazoo County ID Program Mobile Unit Event. Tuesday, September 14, 2:00-6:00 pm.** County residents can come in to get their county ID on the spot from the County Mobile Unit.
- **Mystery Book Club returns in September. Monday, September 20, 4:00 pm,** on Zoom.
- **Kindleberger Park History Walk with Cheryl Lyon-Jenness. Tuesday, September 21, 6:00 pm.** Meet in the Sunken Garden. Rain date, Sept. 23. This is a repeat of the June 15th event.
- **Parchment City Commission Candidate Forum. Monday, September 27, 6:30 pm.** In partnership with the Parchment Action Team. Public Media Network will film to put online.

New public computers are needed

Stannard reported that the public computers are very slow and should be replaced as soon as possible. Unfortunately hardware costs are rising. She presented two quotes from CDWG for backpack computers. The HP cost \$2162.43 per unit (including \$350 labor from CTS) and the Lenovo cost \$1595.86 per unit (including \$350 labor from CTS).

Stannard was authorized to purchase 6 Lenovo computers from CDWG, with the price per unit (including labor) not to exceed \$2000, and with the cost to be charged to 9787 Cap. Imp. Computers following a transfer from 9800 Additions to Reserve Funds, on a motion by Heasley with support from Gheen.

10.* Monthly Statistical report

Stannard presented the report.

11. Communications

There were no communications.

12. COVID update [Strategic Planning - tabled]

Stannard presented the update.

- **Library hours**

Stannard had planned to expand library hours on September 1. Due to the Delta variant and the COVID

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transmission level at HIGH in Kalamazoo County, and because of difficulty hiring a new clerk, she will delay changing our hours to October 1.

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:**
 - The Library will make masks 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.

13. Committee reports: There were no reports.

Unfinished Business

There was no unfinished business.

New Business

14. Policy Review – Circulation Policy – 1st Reading*

The Circulation Policy was approved for 1st reading on a motion by Gheen with support by Heasley.

15. Policy Review – Materials Selection Policy – 1st Reading*

The Materials Selection Policy was approved for 1st reading on a motion by Beals with support by Harris.

16. Board comments

17. Public comment

At 7:33 pm, there was 1 guest, who made no comment.

18. Adjournment

President Banner adjourned the meeting at 7:34 pm.

Minutes taken by Teresa Stannard, Library Director.