

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES

DATE: June 23, 2020

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:** Present: Paul Banner, Penny Beals, Kim Gheen, Robert Heasley, Stephanie Grathwol, Jennifer Roelof, and Gene Wood. Absent: none.
- 3.\* **Acceptance of agenda:** The 3<sup>rd</sup> reading of the Infectious Disease Policy was added to the agenda as Item 14a. **The agenda was approved as amended on a motion by Grathwol with support from Beals.**  
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.
4. **Acknowledgment of guests:** As of 7:06 pm, there were no guests.
- 5.\* **Reading and approval of minutes:** **The minutes of the May 26 meeting was accepted as corrected on a motion by Heasley with support from Wood.**  
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.
- 6.\* **Monthly financial report:**

**Stanley Stevens Fund**

President Banner reported that the Stanley Stevens Fund on May 31 contained **\$119,708.84** and the grantmaking amount is **\$26,698.58**. He noted that this represented a net gain for the month of \$3406.68. The net loss YTD for the fund is \$12,429.32.

**Transfers**

There were no transfers this month.

**Grants to be added to expense accounts**

On June 11 the Friends of the Library gave \$2000 to support the Summer Reading program.

**Financial statement reconciliations review schedule**

President Banner stated that the reconciliations review process by Board officers will be on hold until it can be done in person at the library.

- **The bills paid in May were approved, the grant acknowledged, and the financial report accepted on a motion by Grathwol with support from Beals.**  
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.

7. **Public comment:** At 7:12 pm, there were no guests and no public comment.
- 8.\* **Monthly Director's report:** Stannard presented the report.
- 9.\* **Monthly statistical report:** A full report was not presented. Stannard discussed the increase in digital circulation and wifi use, and Facebook statistics.

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- 10. **Communications:** There were no communications.
- 11. **Strategic Planning:** This item is on hold.
- 12. **Committee reports:** There were no committee reports.

**Unfinished Business**

- 13. **Reopening Plan – update**  
Stannard presented the update.
- 14.\* **Policy Amendment – Circulation Policy – 2<sup>nd</sup> Reading**  
**The amendment to the Circulation Policy was approved for 2<sup>nd</sup> Reading and adopted as revised on a motion from Heasley with support from Wood.**  
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.
- 14a.\* **New Policy – Infectious Disease Policy – 3<sup>rd</sup> Reading**  
This item (2<sup>nd</sup> reading) had been tabled from the May to the June meeting. **The Infectious Disease Policy was approved for 3<sup>rd</sup> Reading and adopted on a motion from Heasley with support from Grathwol.**  
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.

**New Business**

- 15.\* **2020-2021 Budget – 1<sup>st</sup> Reading**  
**The 2020-2021 Budget was accepted for 1<sup>st</sup> reading on a motion by Wood with support from Heasley.**  
Roll call vote: AYE: Beals, Gheen, Grathwol, Heasley, Roelof, Wood, and Banner. NAY: none.
- 16. **Board comments:** Beals noted she will not attend the July meeting. President Banner noted that four trustee terms are expiring at the end of this year: Banner, Grathwol, Roelof, and Wood. Banner and Roelof said they will run for an additional term; Grathwol and Wood said they will not. Banner noted that anyone who wishes to run in the November election must pick up a petition form at Parchment City Hall, obtain 6 to 20 signatures on the form, and return it to Parchment City Hall no later than August 11. City Hall will be open, starting July 1, on Monday from 12-3; otherwise visits will be by appointment. Banner asked everyone to contact those who might want to serve as library trustees and urge them to complete a petition form as soon as possible.
- 17. **Public comment:** at 8:27 pm there were no guests and no public comment.
- 18. **Adjournment:** President Banner adjourned the meeting at 8:27 pm. Stannard terminated the online meeting at that time.