

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: October 26, 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, Robert Heasley, Lisa Lysdahl, Jennifer Roelof
Absent and excused: Valerie Harris
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Heasley with support from Gheen.
4. **Acknowledgment of guests:** At 6:32 pm, there was 1 guest, who made no comment.
5. **Reading and approval of minutes:**
The minutes of the September 28th meeting received unanimous approval on a motion by Beals with support from Lysdahl.
6. **Monthly financial report:**

Stanley Stevens Fund
President Banner noted that he had not yet received the Stanley Stevens statement for September from the Kalamazoo Community Foundation.

Transfers (FY 2020-2021)
\$392 to **9390 M&R Network & Computers** from **9800 Additions to Reserve Fund**.
\$1157 to **9420 Electricity** from **9800 Additions to Reserve Fund**.
\$36 to **9787 Cap. Imp. Computers** from **9800 Additions to Reserve Fund**.
Total amount to be transferred from 9800 Additions to Reserve Fund = \$1585

Grants to be added to expense accounts
There were no grants received in September.

Financial statement reconciliations review schedule
August statements – Kim
September statements – Valerie
October statements – Paul

The transfers, financial report, and bills to be paid in September received unanimous approval on a motion by Heasley with support from Gheen.
7. **Public comment:** At 6:38 pm, there was 1 guest, who made no comment.

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

Programs

Current events:

- **Storytimes in November.** Mrs. B will host in-person storytimes on Wednesdays and Thursdays at 10:00 am. She also has [Storytime-to-Go on the Kids page](#).
- **Lobby Display Case Exhibit:** Objects relating to the lives of Michigan copper miners. Guest Curator: Theresa Payne, Kalamazoo Geological & Mineral Society. Exhibit on display October 1–30.

Past events:

- **Parchment Update.** All interviews are [posted weekly on the library's website](#). Recent interviews include Fire Prevention Month (Fire Marshall Todd Kowalski); Kalamazoo County ID Program (Peyton Jorgensen); Stories Behind the Lobby Exhibit (Theresa Payne); and PUMC Halloween Warming Station (Rev. Thomas Davenport)
- **Multi-Site Health Study Drop-In Q&A.** MDHHS team members on site to answer questions on October 2 (Attendance: 1) and October 18 (Attendance: 0)
- **Parchment Book Group:** *The Overstory* by Richard Powers (Winner of the 2019 Pulitzer Prize for Fiction). Held on October 4. Attendance: 5.
- **Write With Wilma: Writing Workshop** on Zoom was cancelled due to low registration numbers. (3 registered, needed a minimum of 5.)
- **Mystery Book Club:** *Murder at the Vicarage* by Agatha Christie. Held on October 18. Attendance: 3.
- **How to Participate in NaNoWriMo (National Novel Writing Month)** with Catherine Conners. Held on Zoom on October 19. Attendance: 4. Posted online on Past Events page.

Coming Events

- **Michigan's Haunted Lighthouses** with Dianna Stampfler. October 28, 7:00 p.m.
- **Lobby Display Case Exhibit:** Chinese Antiques. Guest Curator: Norma Clack. On display November 1–30.
- **Parchment Update:** Parchment Veterans Memorial (Rob Heasley) to be posted November 1; Parchment Schools (Supt. Jason Misner) to be posted November 8.
- **Parchment Book Group:** *The Dutch House: A Novel* by Ann Patchett. November 1, 6:00 p.m.
- **Kalamazoo County ID Mobile Unit Event.** November 9, 2:00–6:00 p.m.
- **Friends of the Library Book Sale.** November 13, 9:00 a.m.–1:00 p.m.
- **Mystery Book Club:** *Death by Pumpkin Spice* by Alex Erickson. November 15, 4:00 p.m.
- **Parchment Action Team** is planning a Parchment Day event on May 21, 2022. Ideas include an ice cream social in the park (with all area organizations that need volunteers to be present with informational booths), tours of some local businesses, information about all local businesses and organizations. Next planning session is November 16 at 6:30 pm.
- **Holiday Chocolate and Parchment Wassailing.** Dec. 1, 6:00-8:00 pm.

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- **Parchment Book Group:** *The World According to Fannie Davis: My Mother's Life in the Detroit Numbers* by Bridgett M. Davis (A 2020 Michigan Notable Book). December 6, 6:00 p.m.
- **Holiday Craft Workshop** (for adults) December 9, 6:00 p.m.
- **Mystery Book Club:** Choose one of five holiday-themed mysteries. December 20, 4:00 p.m.
- **Great Michigan Read Launch Party.** *The Women of the Copper Country* by Mary Doria Russell. Open House, January 10, 4:00–6:00 p.m.

New landscaping installed September 30 – October 12

Trees were removed September 30 and the stumps removed on October 6. The new landscaping and trees were installed by Stap Brothers October 7 – 12.

New front doors installed on October 8

Bommersheim Windows & Doors installed the new front doors on October 8 and installed the final trim on October 12. They also re-keyed the back door to match.

Sewage ejector pump inspected on October 8

The alarm for our sewage ejector pump was triggered once a week for three weeks, although no problem was evident. After the third alarm Great Lakes Plumbing, who installed the system, inspected the pump. They said the pump was fine, but they re-set the system controls. The alarm triggered on October 23rd, and Stannard has asked them to inspect the system again.

Electrical work October 12 – 13

Esper Electric replaced all the bulbs in the external soffit, added a new outlet in the Director's office (as required by MiOSHA), added a light in the closet of the Director's office, and repaired an outlet.

Circulation Desk project

The new circulation desk is expected to be installed in November.

9. Monthly Statistical report

Stannard presented the report.

10. Communications

There were no communications.

11. COVID update [Strategic Planning - tabled]

Stannard presented the update.

- **Library hours**

Stannard will not change the hours until after the holidays; no sooner than January 3, 2022.

Proposed expanded hours:

9:00-7:00 Mon, Tue, Wed

9:00-5:00 Thu, Fri

9:00-1:00 Sat

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- **Masks are recommended but not required**

All staff must wear masks. Signs on the front doors alert visitors that masks are recommended but not required.

- **Indoor programs:**

- We have masks available (adult & child sizes) for those who wish to use them and will maintain social distancing as much as possible.
- We are prepared to move in-person programs to Zoom as needed.

We'll continue to monitor the status of vaccinations and COVID infections in Kalamazoo County and will change operations as needed.

12. Committee reports: There were no reports.

Unfinished Business

There was no unfinished business.

New Business

13. Policy Review – Workplace Bullying Policy – 1st Reading

The Workplace Bullying Policy was accepted for 1st Reading without change, and will be incorporated into the Personnel Policy, with unanimous approval on a motion by Gheen with support from Lysdahl.

14. Policy Review – Social Media Policy – 1st Reading

The Social Media Policy was accepted for 1st Reading without change, and will be incorporated into the Personnel Policy, with unanimous approval on a motion by Beals with support from Heasley.

16. Board comments

17. Public comment

At 7:16 pm, there was 1 guest, who made no comment.

18. Adjournment

President Banner adjourned the meeting at 7:17 pm.

Minutes taken by Teresa Stannard, Library Director.