

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: April 26, 2022

- 1. Call to order:** The meeting was called to order by President Banner at 6:34 pm.
- 2. Present:** Paul Banner, Penny Beals, Valerie Harris, Robert Heasley, Lisa Lysdahl, Jennifer Roelof.
Absent and excused: Kim Gheen
- 3. Acceptance of agenda:**
The agenda received unanimous approval on a motion by Beals with support from Lysdahl.
- 4. Acknowledgment of guests:** At 6:35 pm, there was one guest.
- 5. Reading and approval of minutes:**
The minutes of the March 22 meeting received unanimous approval on a motion by Harris with support from Heasley.
- 6. Monthly financial report:**

Changes to Chart of Accounts

The Chart of Accounts has been changed to conform to the new GASB guidelines. These changes were approved by the Library's auditor. The new account numbers are reflected in the financial statements. The Balance Sheet still shows "Fixed Assets" in the Assets section and "2200-Fund Balance Equipment" in the Liabilities & Equity section, which will be removed before the next Board meeting.

In the packet, Stannard included:

- Item 6d Crossover Chart
- Item 6e Transfer from AV & Books to Digital
- Item 6f Transfer from Periodicals to Print
- Item 6g Budget for 2021-22 Original and Revised

Changes to the 2021-2022 Budget

Changes to the Chart of Accounts required some alterations to the 2021-2022 budget. Print items from 9781 Books and 9782 Periodicals have been combined into the new line item 790 Print. Physical AV items have been converted from 9784 AV into the new line item 791 AV. Digital materials have been moved from 9781 Books, 9782 Periodicals, and 9784 AV into a new line item - 792 Digital.

Original Budget:

9781 Books	\$32,000
9782 Period'ls	\$ 4,300
<u>9784 AV</u>	<u>\$15,800</u>
Total	\$52,100

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Revised Budget with new chart of accounts:

790 Print	\$30,050
791 AV	\$ 4,800
<u>792 Digital</u>	<u>\$17,250</u>
Total	\$52,100

Endowment Fund

President Banner presented a report for the Stanley Stevens endowment fund held by the Kalamazoo Community Foundation. As of 3/31/2022, the fund held \$139,625.24, which reflects \$24,370 in grantmaking funds taken to reimburse the cost of the new Circulation Desk. While the investment return is up from February, the balance is a net YTD loss of \$5,214.42. Grantmaking funds stand at \$13,454.98.

Transfers

1. **\$400 to 803 Audit Fees** from **995 Additions to Reserve Fund**. The annual invoice from Gabridge & Co. was higher than expected.
2. **\$1702.00 to 840 Liability Insurance** from **995 Additions to Reserve Fund**. The annual invoice from MMRMA was higher than expected due to a revised contents replacement estimate.
3. **\$2167.53 to 932 Building Maintenance** from **995 Additions to Reserve Fund**. We paid \$1500 to Central Tile to remove ceramic tile and repair the carpet behind the new Circulation Desk, and approximately \$650 to a plumber for toilet repairs in January and February.
4. **\$1151.97 to 934 Site Maintenance** from **995 Additions to Reserve Fund**. This covers snowblower repair (\$208), and sidewalk snow removal by Wolverine Lawn Service.

Grants to be added to expense accounts

- 3/9 **\$648 to 790 Print**. Reimbursement from the Friends of the Library for the annual subscription to BookPage
- 3/24 **\$500 to 727 Supplies**. From the Friends of the Library to purchase additional bookends.
- \$1875 to 728 Programs**. From the Friends of the Library to support library programs (Summer Reading \$1500, The Science in Science Fiction by Mike Sinclair \$75, and Circling Lake Michigan by Dianna Sampfler \$300).

Financial statement reconciliations review schedule

February statements – Kim
March statements - Valerie
April statements - Paul

The financial report, transfers, grants to be added to expense accounts, and bills to be paid in March, received unanimous approval on a motion by Heasley with support from Harris.

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7. **Public comment:** At 6:48 pm, there was one guest, who made no comment.

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

Programs

Children's Programs

- **Storytimes** continue twice each week.
- **Passive programs.** The scavenger hunts (the Bunny Hunt in April) and "anytime" Kids Create crafts are very popular.

Adult Programs

Ongoing events:

- **Lobby Display Case Exhibit:** Minerals and Gems of Michigan. Guest curated by Bill Mitchell of the Kalamazoo Geological & Mineral Society. On display through April 30.
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). April topics included City of Parchment Spring and Summer Projects (Parchment Mayor Rob Britigan), Open Roads – Earn-A-Bike (Program Manager Dawn Hetzel), Parchment School District Art Show (PSD Art Teachers Kaitlin Bisel, John Curry, and Hillary Campbell), New Parchment Community Choir (Jim Pierce), and Kindleberger Festival at 40 Oral History Project (Lindsay Campbell).
- **Kindleberger Festival at 40 Oral History Project:** The library is partnering with the Kindleberger Festival Alumni Committee to collect oral history interviews related to the Kindleberger Festival. Audio versions are posted at <https://archive.storycorps.org/communities/kindleberger-summer-festival-oral-histories/> and videos of the interviews are posted on the library's Local History webpage at <https://www.parchmentlibrary.org/kindleberger-festival-histories>. Interviews to date feature Lou Price, Karen & Rob Heasley, Elizabeth Keiser, Terese Banner, Ken Holda, and Jim Pierce.

Past events:

- **Author Visit: Dr. Edward Sarkis Balian, *Turn the Page: The Bob Seger Story*.** Held on March 30. Attendance: 7.
- **A Play in a Day with Elizabeth Keiser.** Held on April 1. Attendance: 45.
- **Kalamazoo County ID Mobile Unit.** Held on April 5. Attendance: 1.
- **Parchment Book Group: *The Last Days of Night* by Graham Moore.** . Held on April 11. Attendance: 9.

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- **Student Art Show Opening Reception.** Held on April 12.
Attendance: 407. **Karen recorded the following during the event:**
 - I observed people:***
 - Doing Kids Create crafts
 - Putting puzzles together in the Children’s Area
 - Looking at books
 - Applying for library cards
 - Doing the Bunny Hunt
 - Putting puzzles together at the table in the atrium
 - And of course looking at all the art work!
 - I overheard the following comments:***
 - “Hey Mom, can I get a library card and get a book?”
 - “That was fun!” (said by a child leaving with his/her family)
 - “That was so much fun!” (said by a different child later while leaving with his/her family)
 - “Did I tell you this was the library I went to when I was little?”
- **Rocks in Your Backyard presented by Bill Mitchell.** Held on April 13. Attendance: 15.
- **Mystery Book Club: *A Morbid Taste for Bones* (#1 in the Brother Cadfael series) by Ellis Peters.** Held on April 18. Attendance: 3.

Coming Events

- **Parchment Book Group: *The Impossible Mile*** by Johnny Agar with Becki Agar. Monday, May 9, 6:00 p.m.
- **Michigan Notable Author Visit: John Wemliner, *The Cut*.** Tuesday, May 10, 6:00 p.m.
- **Mystery Book Club: *The Widows of Malabar Hill* (#1 in the Perveen Mistry series)** by Sujata Massey. Monday, April 18, 4:00 p.m.
- **The Science in Science Fiction.** Presented by Mike Sinclair of the Kalamazoo Area Mathematics and Science Center. Tuesday, May 17, 6:00 p.m.

Website redesign project

Pixelvine presented a first draft of the website on April 18. Stannard sent the URL of the first draft to all trustees via email. She submitted our notes to Pixelvine about the first draft on April 22. All staff are pleased with this very strong start!

9. Monthly Statistical report

Stannard presented the report.

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10. Communications

- Mary Early, owner of the UPS store on Gull/Sprinkle, called on 4/25/2022 to tell me that the store raised \$662 in their Toys for Tots for Literacy over the holidays, and the employees voted to donate it to the Parchment Community Library.

11. Strategic Planning

Stannard confirmed that Heasley and Lysdahl will serve on the Strategic Planning Committee.

12. Committee reports

Harris, chair of the Personnel Committee, reported that the Director's Evaluation survey has been sent to trustees, which should be completed by May 15. The Personnel Committee will provide a summary of the Director's Evaluation and a recommendation regarding the Director's salary at the May 24th meeting.

Unfinished Business

There was no unfinished business.

New Business**13. Policy Review – Patron Conduct Policy – 1st Reading**

The Patron Conduct Policy was accepted for 1st Reading as presented with unanimous approval on a motion by Beals with support from Lysdahl.

14. Board comments

The Trustees commended the Student Art Show, and suggested a thank you note be sent to the school district. Beals announced she may not be able to attend the May meeting.

15. Public comment

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

16. Adjournment

President Banner adjourned the meeting at 7:34 pm.

Minutes taken by Teresa Stannard, Library Director.