

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: August 23, 2022**

1. **Call to order:** The meeting was called to order by Vice President Gheen at 6:00 pm.
2. **Present:** Penny Beals, Kim Gheen, Valerie Harris, Robert Heasley, Jennifer Roelof
Absent and excused: Paul Banner, Lisa Lysdahl
- 3.* **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Heasley with support from Beals.
- 4.a* **Public hearing for proposed 2022-2023 budget:**
The public hearing was called to order by Vice President Gheen at 6:01 pm.
The public hearing was opened on a motion by Harris with support from Heasley.
1 guest was in attendance, who made no comment.
The public hearing was closed on a motion by Heasley with support from Beals.
Vice President Gheen closed the public hearing at 6:03 pm.
- 4 b* **Adoption of 2022-2023 millage levy and budget:**
The by-law to read the Resolution in its entirety was waived, the 2022-2023 millage of 1.9395 was approved, the 2022-2023 Budget was accepted on 3rd reading as revised from the 2nd reading, and the 2022-2023 Budget Resolution was adopted on a motion by Beals with support from Harris.
Roll call vote: AYE: Beals, Harris, Heasley, Roelof, and Gheen. NAY: none.
5. **Acknowledgment of guests:** At 6:09 pm, there was 1 guest, who made no comment.
- 6.* **Reading and approval of minutes:**
The minutes of the July 26th meeting were accepted on a motion by Heasley with support from Roelof.
- 7.* **Monthly financial report:**

Stanley Stevens Endowment
Stannard reported that the Stanley Stevens Fund at the Kalamazoo County Foundation on July 31, 2022 had a value of \$130,664.51. The net investment return YTD was a loss of \$14,175.15. Grantmaking funds available are \$13,454.98.

The trustees requested Stannard to investigate the terms of the endowment fund at the Foundation to see if it can be moved to another institution.

Transfers
There were no transfers this month.

New ACH payments
I plan to set up ACH payments for the following monthly invoices:
 1. Consumers Energy (gas and electricity)
 2. Priority Health (health insurance)
 3. Best Life Dental (dental insurance)

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4. VSP (vision insurance)
5. PNC Visa

Per our ACH policy, I will review the invoice for each payment before the funds are debited from the library's checking account. All payments will be viewable in the monthly financial statements.

Financial statement reconciliations review schedule

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

The financial report and bills paid in July were approved unanimously on a motion by Beals with support from Heasley.

8. **Public comment:** At 6:17 pm, there was 1 guest, who made no comment.
- 9.* **Monthly Director's report:** Stannard presented the report.

Adult Programs

Ongoing events:

- **Lobby Display Case Exhibit:** Lighthouses. On display until the end of August.
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). August topics included the Kindleberger Summer Concert Series (Julie Heasley), Envirollogic and the Mill Site (David Stegink), Parchment Innovation Center Open House (Principal Craig Thornton), Community Flea Market and Fun (Pastor Jerwan Jones), and the Kalamazoo Scottish Festival (Ethan MacDonald).
- **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>. Volunteers have begun conducting some of the interviews.
- **Parchment Oral History Project:** You can listen to oral histories of Parchment on our website at <https://www.parchmentlibrary.org/oral-histories>.

Past events:

- **Parchment Book Group:** *Miss Benson's Beetle* by Rachel Joyce. Held on August 8. Attendance: 7.
- **Kindleberger Park History Walk with Cheryl Lyon-Jenness.** Held on August 16. Attendance: 30.

Coming Events

- **Lobby Display Case Exhibit:** Kalamazoo Scottish Festival/All Things Scottish, September 1-11; Constitution Week/U. S. Constitution, September 12-30.

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- **2nd Sundays Live!** Coffee with Friends. Sunday, September 11, 2:00 p.m.
- **Parchment Book Group:** *The Huntress* and/or *The Rose Code* by Kate Quinn. Monday, September 12, 6:00 p.m.
- **The Vaudeville Horse: Poetry Reading by Elizabeth Kerlikowske.** Monday, September 26, 6:30 p.m.

Summer Reading Report 2022

Please see Items **9a Final Summer Reading Statistics Report 2022** (prepared by Karen Woodworth) and **9b Summer Reading 2017-2022** in the board packet for detailed information about Summer Reading this year. Stannard reported that the Library's Summer Reading program had an overall 202% increase in participation over last year.

Visiting Archivist

As part of the [Michigan State Historical Records Advisory Board \(MSHRAB\)](#) Saving Michigan History grant, a professional archivist will meet with Stannard and Cheryl Lyon-Jeness on September 13. The archivist will review the Library's local history collection and suggest how to improve the collection, methodologies, and policies. There is funding available, but due to the many institutions who applied for the grant this year no dollar amount has been set for the awards.

New website scheduled to launch on August 19

The revised website, designed by Pixelvine, is scheduled to launch August 19. Staff will be trained on that date. The Library will pay Pixelvine \$70 per month for support, which includes unlimited content updates. Stannard anticipates that staff can spend more time planning programs and less time updating the website.

September is Library Card Sign-Up month

Any student who attends a Parchment school is eligible for a Student Library Card, which allows them to check out up to 10 physical items and gives them full access to our digital library. This year the Library is heavily marketing this program. In addition to a banner at the front entrance, professionally-printed flyers will be distributed to every student through their teachers. See Items 9c and 9d in the board packet to view PDF files of the brochures. All juvenile cardholders will receive a blue lanyard and card holder. The trifold brochure cost \$260 for 1000, and the elementary school flyers cost \$180, and bookmarks cost \$37. 150 lanyards and card holders cost \$118. The banner cost \$49. Total cost for this program is \$644.

Lighting Conversion - from Fluorescent to LED

Stannard is getting quotes from Esper Electric and Voss Lighting in Grand Rapids to replace the fluorescent bulbs in the library to LED bulbs. With incentives from Consumers Energy, this could pay for itself in a couple of years. I'll bring the quotes to the September meeting for consideration.

Library Hours will change on September 5

The Library will be open until 7:00 pm on Monday, Tuesday, and Wednesday.

Start time of September meeting changed to 6:30 pm

The Library Board will meet at **6:30 pm** September through December. In January, the Board may decide to move the meeting time.

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10.* Monthly Statistical report

Stannard presented the report.

11. Communications

There were no communications.

12. Strategic Planning

The survey started August 1 and will continue until September 10. So far, we have received over 100 responses. Karen and Coleen are planning a series of community forums to be held in October and November. The next meeting is September 20.

13. Committee reports: There were no reports.

Unfinished Business

There was no unfinished business.

New Business**Item 14 Policy Review – Reciprocal Borrowing Policy – 1st Reading**

The Reciprocal Borrowing Policy was approved for 1st reading on a motion by Beals with support by Roelof.

15. Policy Review – Local History Collection Policy – 1st Reading*

The Local History Collection Policy was approved for 1st reading on a motion by Heasley with support by Harris.

16. Board comments**17. Public comment**

At 6:45 pm, there was 1 guest, who made no comment.

18. Adjournment

Vice President Gheen adjourned the meeting at 6:45 pm.

Minutes taken by Teresa Stannard, Library Director.