

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

**1. Call to order:** The meeting was called to order by President Banner at 6:00 pm.

**2. Present:** Paul Banner, Kim Gheen, Lisa Lysdahl, Jennifer Roelof, Robert Heasley  
**Absent and excused:** Penny Beals, 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 6:02 pm, there were no guests.

**5. Reading and approval of minutes:**

**The minutes of the June 28 meeting received unanimous approval on a motion by Lysdahl with support from Roelof.**

**6. Monthly financial report:**

**Transfers**

805 Bank Service charges. \$30 from 995 Additions to Reserve Fund.

808 Software Support. \$5805 from 995 Additions to Reserve Fund.

932 Building Maintenance. \$4357 from 995 Additions to Reserve Fund.

934 Site Maintenance. \$1268 from 995 Additions to Reserve Fund.

938 Network & Computers. \$1887 from Additions to Reserve Fund.

**Total transfer from Additions to Reserve Fund: \$13,347**

**Grants to be added to expense accounts**

The bookkeeper and the auditor have advised that we should no longer add grants to expense accounts. Grants will be accounted as income. Transfers to expense accounts will come from Additions to Fund Balance as needed.

**Stanley Stevens Endowment**

This fund at the Kalamazoo County Foundation had a balance of \$123,369.38 as of 6/30/2022. The net investment return YTD is (\$21,470.28). Grant making value is \$13,454.98.

**Amend the Chart of Accounts**

I have been accounting our Library of Things acquisitions under 728 Program Supplies. I suggest that we add a new line item under 726 Supplies, "794 Library of Things." This could be added at the start of the new fiscal year on October 1.

**Financial statement reconciliations review schedule**

May statements – Kim

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June statements - Valerie

July statements - Paul

**The financial report, transfers, amendment to chart of accounts, and bills to be paid in June received unanimous approval on a motion by Hoesley with support from Lysdahl.**

**7. Public comment:** At 6:14 pm, there was one guest, who made no comment.

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

**Adult Programs** [Report prepared by Karen Woodworth]

**Ongoing events:**

- **Oceans of Possibilities: Summer Reading for All Ages.** June 6 through July 30. By July 19, 250 people had registered.
- **Lobby Display Case Exhibit:** 40 Years of the Kindleberger Festival. On display until the end of July.
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). July topics included BIG NAZO at the Kindleberger Festival (Erminio Pinque and Friends), 40 Years of the Kindleberger Festival (Images from all of the community theatre productions), and Parchment Community Choir Update (Jim Pierce).
- **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:** An interview is scheduled for the end of July. You can listen to oral histories of Parchment on our website at <https://www.parchmentlibrary.org/oral-histories>.

**Past events:**

- **Parchment Book Group:** *The Splendid and the Vile: A Saga of Churchill, Family, and Defiance During the Blitz* by Erik Larson. Held on July 11. Attendance: 6.
- **Oceans of Possibilities Painting Event with Coleen Austin.** Held on July 19. Attendance: 10 (maximum of 14 was filled but there were last-minute cancellations due to COVID concerns, COVID complications, and a death in the family).
- **Oceans of Possibilities Painting Event with Coleen Austin.** Held on July 26. Registered: 14 (maximum of 14).

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**Coming Events**

- **Parchment Book Group:** *Miss Benson's Beetle* by Rachel Joyce. Monday, August 8, 6:00 p.m.
- **Kindleberger Park History Walk with Cheryl Lyon-Jenness.** Tuesday, August 16, 6:30 p.m.

**Kindleberger Summer Festival of the Performing Arts Activities 2022**

[Report prepared by Karen Woodworth]

- **Kindleberger Festival at 40 Oral History Project:** Nine short interviews from a total of ten people were collected by Lindsay Campbell at the Kindleberger Festival and are in the process of being edited. Nine long-form interviews with a total of eleven people have been added to the project since it began in February, including an interview in July with Festival Director Kris Jordan that was conducted by Festival Founder Zen Campbell.
- **Book Cart Drill Team.** Six library staff members performed during the Kindleberger Festival Parade on July 9. Special thanks to Krisha and Heli Patel for volunteering to carry the banner at the beginning of the unit! Watch the video at <https://vimeo.com/730009711>.
- **Parchment Community Library Booth at Kindleberger Festival.** We gave away 285 paper fans with the library logo and website and had many people use the sunscreen we provided. We also answered questions about the festival and gave directions.
- **Friends of the Library Book Sale.** Held on July 9 from 9:00 a.m. to 1:00 p.m. Many books were sold, resulting in a total of \$1,159.50.
- **Local History Collection:** T-shirts and other items were loaned to the Festival Alumni Committee for the pop-up museum at the festival. Meeting space and research materials were provided to the committee. The Local History Collection accepted additional t-shirts and brochures from past festivals and will be archiving the history timeline banners made for the 2022 festival. Items from the Local History archives were used for the lobby display case exhibit and images of the items were used for the Parchment Update video, "40 Years of the Kindleberger Festival."
- **Publicity:** Copies of the festival brochure were available on the front table for library patrons. (They remain available since the summer concert series is on the second side.) Library Ambassador Karen Woodworth discussed the festival in detail with Ken Lanphear during her monthly spot on Wednesday, July 6 at 8:40 a.m. (archived at

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<https://wkzo.com/podcasts-morning-show-with-ken-lanphear>) Aspects of the festival were the topics of nine Parchment Update programs in 2022. The festival was featured in the lobby display case during the month of July.

### **Summer Reading Report 2022**

Registration Period: June 6-July 21. Summer Reading officially ends on July 30.  
Total Number of Registrations: 250. This is the most participation we've had in 5 years.

Karen compiled these statistics as of July 22, 2022:

30 Ages 0-3 (12%) [23 in 2021]  
114 Ages 4-10 (45%) [63 in 2021]  
37 Teen (15%) [13 in 2021]  
69 Adult (28%) [25 in 2021]

A complete Summer Reading report will be presented at the August meeting.

### **Start time of August meeting changed to 6:00 pm**

The Board of Trustees will meet at 6:00 pm on August 23. They will return to a 6:30 pm start time September - December. In January, the Board may decide to move the meeting time to 6:00 pm permanently.

### **9. Monthly Statistical report**

Stannard presented the report, noting a very strong increase in overall circulation compared to June 2021.

### **10. Communications**

There were no communications to report.

### **11. Strategic Planning**

Stannard presented the minutes of the first meeting of the Strategic Planning Committee on July 18, and the proposed survey to be conducted from August 2 through September 10.

### **12. Committee reports**

There were no reports.

### **Unfinished Business**

#### **Item 13 2022-2023 Budget – 2<sup>nd</sup> Reading**

**The 2022-2023 Budget was accepted for 2<sup>nd</sup> Reading as presented with unanimous approval on a motion by Heasley with support from Lysdahl.**

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**Item 14 Policy Review - Electronic Transactions & ACH Policy - 2<sup>nd</sup> Reading**

The Electronic Transactions & ACH Policy was accepted for 2<sup>nd</sup> Reading and adoption as revised with unanimous approval on a motion by Heasley with support from Gheen.

**Item 15 Policy Review - Purchasing Policy - 2<sup>nd</sup> Reading**

The Purchasing Policy was accepted for 2<sup>nd</sup> Reading and adoption as revised with unanimous approval on a motion by Roelof with support from Heasley.

**Item 16 Policy Review - Investment Policy - 2<sup>nd</sup> Reading**

The Investment Policy was accepted for 2<sup>nd</sup> Reading as reviewed with unanimous approval on a motion by Heasley with support from Gheen.

**New Business**

There was no new business.

**17. Board comments**

Several trustees commented that the Kindleberger Festival was a great success this year.

**18. Public comment**

At 6:55 pm, there was one guest, who made no comment.

**19. Adjournment**

President Banner adjourned the meeting at 6:56 pm.

Minutes taken by Teresa Stannard, Library Director.