

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: June 28, 2022

- 1. Call to order:** The meeting was called to order by Vice President Gheen at 6:29 pm.
- 2. Present:** Penny Beals, Kim Gheen, Valerie Harris, Lisa Lysdahl, Jennifer Roelof
Absent and excused: Paul Banner, Robert Heasley
- 3. Acceptance of agenda:**
The agenda received unanimous approval on a motion by Beals with support from Harris.
- 4. Acknowledgment of guests:** At 6:30 pm, there was one guest.
- 5. Reading and approval of minutes:**
The minutes of the May 24 meeting received unanimous approval on a motion by Lysdahl with support from Harris.
- 6. Monthly financial report:**

Item 6 Financial Report

Transfers

There are no transfers this month.

Grants to be added to expense accounts

There are no such grants this month.

Stanley Stevens Endowment

This fund at the Kalamazoo County Foundation had a balance of \$132,663.22 as of 5/31/2022 - a gain of \$1211.76 from last month. The net investment return YTD is (\$12,176.44). Grant making value is \$13,454.98.

Financial statement reconciliations review schedule

May statements – Kim

June statements - Valerie

July statements - Paul

The financial report and bills to be paid in May received unanimous approval on a motion by Harris with support from Beals.

- 7. Public comment:** At 6:35 pm, there was one guest, who made no comment.

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

Adult Programs

Ongoing events:

- **Oceans of Possibilities: Summer Reading for All Ages.** June 6 through July 30.
- **Lobby Display Case Exhibit:** Exploring Space Through LEGOs and Books. On display until the Kindleberger Festival display goes in around the end of June or beginning of July.
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). June topics included the Parchment Innovation Center (Principal Craig Thornton), Kindleberger Festival 5K (Karen Conner-Beck and Micki Rossio), A Play in A Day at the Kindleberger Festival (Elizabeth Keiser), and Kindleberger Festival Community Theater Overview (Claudia Britigan and Jon Heasley). (Note: the total number of Parchment Update interviews is now 90.)
- **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.

Past events:

- **Parchment Book Group:** *All Quiet on the Western Front* by Erich Maria Remarque. Held on June 13. Attendance: 5.
- **Circling Lake Michigan: 1100 Miles of History, Arts & Culture with Dianna Stampfler.** Held on June 16. Attendance: 20.
- **Mystery Book Club:** *The Devotion of Suspect X* (#3 in the Detective Galileo series) by Keigo Higashino. Held on June 20. Attendance: 1.

Coming Events

- **Friends of the Library Book Sale.** Saturday, July 9, 9 a.m. – 1 p.m.
- **Book Cart Drill Team.** Look for our performance in the Kindleberger Parade on July 9!
- **Parchment Book Group:** *The Splendid and the Vile* by Erik Larson. Monday, July 11, 6:00 p.m.
- **Oceans of Possibilities Painting Event with Coleen Austin.** Tuesday, July 19, 6:00 p.m.
- **Oceans of Possibilities Painting Event with Coleen Austin.** Tuesday, July 26, 6:00 p.m. (second event added because the first filled up so quickly)
- **Kindleberger Park History Walk with Cheryl Lyon-Jenness.** Tuesday, August 16, 6:30 p.m.

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Summer Reading

Stannard reported a much stronger start to Summer Reading than last year. A comparison chart, prepared by Karen Woodworth, is included in the packet (Item 8a: Summer Reading Numbers 2017 to 2022). As of this writing, the totals are:

	<u>2022</u>	<u>2021</u>
Total	222	124
Adult	62	25
Teen	31	13
4-10	100	63
0-3	29	23

In addition, our Oceans of Possibilities painting event scheduled for July 19 (conducted by our newest team member, Coleen) with a maximum of 12 that filled up quickly. Last week we added a second session on July 26 with 12 more slots which has just one slot left.

The Silly Sidewalk, Selfie Booth, and mosaic puzzles have been very popular. The monthly scavenger hunts have been a big hit, too.

Stannard reported spending more than usual on decorations and banners, and thinks it was money well spent. Lots of people coming in, and lots of positive comments.

Owl Meeting Cam

Since library staff anticipate running hybrid in-person/Zoom meetings for the foreseeable future, they looked into what tech is available to make these easier. Karen found the [Owl Meeting Cam](#), which at \$999 was by far the most cost-effective. One was tested successfully and purchased. The cost will be reimbursed by grants from the Pen Dragons Calligraphy Club and SMLC.

9. Monthly Statistical report

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

10. Communications

There were no communications to report.

11. Strategic Planning

The Committee is complete: Library staff Stannard, Woodworth, and Austin, and Trustees Heasley and Lysdahl. Stannard will send out a Doodle poll to determine meeting dates.

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12. Committee reports

There were no reports.

Unfinished Business

There was no unfinished business.

New Business**13. 2022-2023 Budget - 1st Reading**

The 2022-2023 Budget was accepted for 1st Reading as presented with unanimous approval on a motion by Harris with support from Lysdahl. Beals urged Stannard to retain the 3% raise in the Director's salary.

14. Policy Review - Electronic Transactions & ACH Policy - 1st Reading

The Electronic Transactions & ACH Policy was accepted for 1st Reading as changed with unanimous approval on a motion by Beals with support from Roelof.

15. Policy Review - Purchasing Policy - 1st Reading

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

16. Policy Review - Investment Policy - 1st Reading

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

17. Board comments

Beals will not attend the July meeting. Roelof may not attend the July meeting.

18. Public comment

At 7:12 pm, there was one guest, who made no comment.

19. Adjournment

Vice President Gheen adjourned the meeting at 7:13 pm.

Minutes taken by Teresa Stannard, Library Director.