

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: March 22, 2022

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, Valerie Harris, Robert Heasley, Lisa Lysdahl, Jennifer Roelof.

Absent and excused: none

3. Acceptance of agenda:

The agenda received unanimous approval on a motion by Gheen with support from Heasley.

4. Acknowledgment of guests: At 6:32 pm, there was one guest.

5. Reading and approval of minutes:

The minutes of the February 22 meeting received unanimous approval on a motion by Heasley with support from Beals.

6. Monthly financial report:

Endowment Fund

President Banner presented a report for the Stanley Stevens endowment fund held by the Kalamazoo Community Foundation. As of 2/28/2022, the fund held \$162,704.54, which is a YTD loss of \$6505.12. Stannard noted that she has requested grantmaking funds to reimburse the cost of the new circulation desk, but that the funds may not arrive until mid-April.

Transfers

There are no transfers this month.

Grants to be added to expense accounts

There were no such grants in February.

Financial statement reconciliations review schedule

February statements – Kim

March statements - Valerie

April statements - Paul

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

7. Public comment: At 6:42 pm, there was one guest, who made no comment.

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

Programs

Storytimes. Mrs. B hosts in-person storytimes on Wednesdays and Thursdays at 10:00 am. She also has [Storytime-to-Go on the Kids page](#).

Past events:

Winter Reading Program. 15 adults and 2 teens completed the program and received prizes.

Parchment Update. All interviews are posted weekly on the library's website. March topics included The Calamityville Terror (PHS Students Kofi Barima, Kasey Leckie, Ricky Nunez), Battle of the Books (Teacher Megan Stensland and three North Elementary School students), Play in a Day Preview (Elizabeth Keiser), and Painted Ceiling Tiles (Teacher Kaitlin Bisel and Parchment High School students Mahayla Blades and Astrea Laymon).

Mystery Book Club: *The Unquiet Bones* by Michigan author Mel Starr. Held on February 21. Attendance: 3.

Parchment Book Group: *The Best We Could Do* by Thi Bui. Reading Together selection. Held on March 14. Attendance: 9.

Mystery Book Club: *Murder at the Brightwell* by Ashley Weaver. Held on March 21. Attendance.

Coming Events:

Author Visit: Dr. Edward Sarkis Balian, *Turn the Page: The Bob Seger Story*. Wednesday, March 30, 6:30 p.m.

Lobby Display Case Exhibit: Minerals and Gems. Guest curator Bill Mitchell from the Kalamazoo Geological and Mineral Society. Scheduled to be on display April 1-30.

A Play in a Day with Elizabeth Keiser. For ages 7 through retirement. Friday, April 1. Workshop 1:30-3:30, performance at 4:00.

Kalamazoo County ID Mobile Unit. Tuesday, April 5, 3:00-6:00 p.m.

Parchment Book Group: *The Last Days of Night* by Graham Moore. Monday, April 11, 6:00 p.m.

Student Art Show Opening Reception. Tuesday, April 12, 5:00-7:00 p.m.

Rocks in Your Backyard presented by Bill Mitchell. Wednesday, April 13, 6:00 p.m.

Mystery Book Club: *A Morbid Taste for Bones* (#1 in the Brother Cadfael series) by Ellis Peters. Monday, April 18, 4:00 p.m.

Circulation Desk project

The Circulation Desk is complete, and the final bill from Board Foot Company has been paid. Stannard has contacted the Kalamazoo Foundation about releasing grantmaking funds from the Stanley Stevens Endowment Fund.

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Website redesign project

Pixelvine began work on the library's website on March 14.

Print management software

TBS has consulted with Clark Technical and all specifications have been finalized. Stannard reports that implementation is nearly ready to start.

Trustee elections in November

Deadline for filing candidate forms is July 21, 2022 by 4:00 pm. Forms may be filed with the Parchment City clerk. The open seat created by Paul's retirement will be listed as a partial term on the ballot. Stannard was asked to confirm that a candidate must indicate, when filing, if they will run for a 4-year or the partial 2-year term.

Liability Insurance

The MMRMA premium will increase by 17.8% (\$1485) because the cost of the collection was not included in the Contents. Stannard recalculated the value of the building's contents, including the collection, which increased the Property Total by \$1,470,335, or 43.2%. Property Totals is now \$4,870,335. The 2022-2023 premium is \$9831.

Ceiling tiles in Teen Corner

Parchment School District students decorated seven ceiling tiles, which were installed in the Teen Corner by PSD maintenance personnel. At least six more decorated tiles are expected.

9. Monthly Statistical report

Stannard presented the report.

10. Communications

- Another patron donated \$50 to the library, in appreciation of the library's service.
- Janet Butler, a former Parchment Library trustee and Board President, passed away recently. We are receiving memorial contributions in her honor.

11. Strategic Planning

Stannard suggested that a Planning Committee of 6 to 8 members be formed from the trustees, library staff, and Friends of the Library. Heasley will join the Planning Committee, and Lysdahl and Gheen indicated interest.

12. Committee reports

Banner noted that it is time for the Personnel Committee (Harris, chair, with Gheen and Roelof) to begin the annual evaluation of the director.

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Unfinished Business

13. Policy Review – Closing Policy – 2nd Reading

The Closing Policy was accepted for 2nd Reading and adopted as revised with unanimous approval on a motion by Harris with support from Lysdahl.

14. Policy Review – FOIA Policy – 2nd Reading

The FOIA Policy was accepted for 2nd Reading without change. The ‘Resolution to Approve FOIA Procedures and Guidelines, A Written Public Summary and Detailed Itemization’ was adopted with unanimous approval on a motion by Beals with support from Lysdahl.

Roll Call vote: AYE = Beals, Gheen, Harris, Heasley, Lysdahl, Roelof, Banner; NAY = none.

New Business

There was no new business.

15. Board comments

There were no Board comments.

16. Public comment

At 7:43 pm, there was one guest, who commended Stannard, the trustees, and the library staff for their continuation of library service during the past two years of the COVID pandemic.

17. Adjournment

President Banner adjourned the meeting at 7:44 pm.

Minutes taken by Teresa Stannard, Library Director.