

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: May 24, 2022

1. Call to order: The meeting was called to order by President Banner at 6:30 pm.

2. Present: Paul Banner, Kim Gheen, Valerie Harris, Robert Heasley, Jennifer Roelof.

Absent and excused: Penny Beals, Lisa Lysdahl

3. Acceptance of agenda:

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

4. Acknowledgment of guests: At 6:33 pm, there was one guest.

5. Reading and approval of minutes:

The minutes of the April 26 meeting received unanimous approval on a motion by Heasley with support from Harris.

6. Monthly financial report:

Stanley Stevens Fund

President Banner reported that as of April 30, 2022, the fund balance in the Kalamazoo Community Foundation account was \$131,539.49. The grantmaking amount is \$13,434.98. The fund has realized a YTD loss of -\$13,300.17 due to market fluctuations.

Transfers

There were no transfers this month.

Grants to be added to expense accounts

4/8 **\$24,370.00 to 974 Fixtures & Equipment.** Grantmaking funds taken from the Stanley Stevens Endowment Fund at the Kalamazoo Community Foundation for the construction of the new circulation desk.

4/21 **\$20 to 790 Print.** This is a pass-through amount. The Library purchased copies of Joseph Chadderdon's book, "The History of Kalamazoo Vegetable Parchment Company and the City of Kalamazoo," from the Chadderdon family for \$10 each. This transaction represents the funds received from the sale of 2 copies to a patron.

Financial statement reconciliations review schedule

March statements - Valerie

April statements - Paul

May statements – Kim

The financial report, grants to be added to expense accounts, and bills to be paid in April, received unanimous approval on a motion by Gheen with support from Roelof.

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7. Public comment: At 6:43 pm, there was one guest, who made no comment.

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

Programs

Adult Programs

Ongoing events:

- **Lobby Display Case Exhibit:** Exploring Space Through LEGOs and Books. On display through May 31 and possibly into June.
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). May topics included Parchment Community Cleanup Crew (Denny Collison), Kindleberger Park's Sunken Garden (Cheryl Lyon-Jenness), Social-Emotional Learning at Northwood Elementary School (Principal Lindsey Newton and Behavioral Specialist Marcy Carter), and Kindleberger Festival Alumni Committee Events (Zen Campbell and Natalie 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:

- **Parchment Book Group:** *The Impossible Mile* by Johnny Agar with Becki Agar. Held on May 9. Attendance: 4.
- **Michigan Notable Author Visit: John Wemlinger, *The Cut*.** Held on May 10. Attendance: 12.
- **Mystery Book Club:** *The Widows of Malabar Hill* by Sujata Massey. Held on May 16. Attendance: 3.
- **The Science in Science Fiction.** Presented by Mike Sinclair of the Kalamazoo Area Mathematics and Science Center. Held on May 17. Attendance: 3.

Coming Events

- **Oceans of Possibilities: Summer Reading for All Ages.** June 6 through July 30.
- **Parchment Book Group:** *All Quiet on the Western Front* by Erich Maria Remarque. Monday, June 13, 6:00 p.m.

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- **Circling Lake Michigan: 1100 Miles of History, Arts & Culture.** Thursday, June 16, 6:30 p.m.
- **Mystery Book Club: *The Devotion of Suspect X* (#3 in the Detective Galileo series) by Keigo Higashino.** Monday, June 20, 4:00 p.m.

New copiers

Two new copiers were installed by Applied Imaging on May 19. These new machines will allow direct scan-to-email service and will eventually also allow self-serve faxing.

New software

On May 19, Envisionware was replaced. TBS installed MyPC (public PC management), PaperCut (printing), and ePrintIt (mobile printing).

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

Stannard reported that one staff member is interested in serving on the committee. She is hoping one more staff member will join the team.

12. Committee reports

Roelof, a member of the Personnel Committee, reported the results of the Director's Evaluation survey. The comments were uniformly positive. One suggestion for improvement was provided - to consider having additional storytimes in the evenings or weekends. The Committee suggested a pay increase for the Director and all staff. The Committee noted that the template for the 2023 Director's Evaluation is ready to go in the Library's Survey Monkey account.

Unfinished Business

13. Policy Review – Patron Conduct Policy – 2nd Reading

The Patron Conduct Policy was accepted for 2nd Reading and adopted as revised with unanimous approval on a motion by Heasley with support from Roelof.

New Business

There was no new business.

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14. Board comments

Heasley and Banner thanked the Personnel Committee for their work. Banner noted that he will not attend the June meeting.

15. Public comment

At 7:22 pm, there was one guest, who complimented Stannard on her handling of the COVID crisis.

16. Adjournment

President Banner adjourned the meeting at 7:23 pm.

Minutes taken by Teresa Stannard, Library Director.