

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: September 27, 2022

1. **Call to order:** The meeting was called to order by Treasurer Harris at 6:30 pm.
2. **Present:** Penny Beals, Valerie Harris, Robert Heasley, Lisa Lysdahl, Jennifer Roelof
Absent and excused: Paul Banner, Kim Gheen
- 3.* **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Beals with support from Lysdahl.
4. **Acknowledgment of guests:** At 6:38 pm, there were 2 guests, who made no comment.
- 5.* **Reading and approval of minutes:**
The minutes of the August 23rd meeting received unanimous approval on a motion by Lysdahl with support from Beals.
- 6.* **Monthly financial report:**

Transfers

728 Programming Supplies: **\$4000**
 792 Digital Collection: **\$1500**
 806 Bank Service Charges: **\$100**
 808 Software Support: **\$5500**
 809 Continuing Education: **\$740**
 853 Telephone: **\$50**
 880 Publicity: **\$150**
 919 Electricity: **\$3500**
 921 Gas: **\$1000**
 932 Building Maintenance: **\$1000**
 934 Site Maintenance: **\$2000**
 938 Network & Computers: **\$1600**
 972 Computers & Peripherals: **\$2000**
 974 Fixtures & Equipment: **\$13,000**

To be taken from 995 Additions to Reserve Fund: **\$36,140**

Stanley Stevens Endowment

This fund at the Kalamazoo County Foundation had a balance of \$126,921.73 as of 8/30/2022. The net investment return YTD is (\$17,917.93). Grant making value is \$13,454.98.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: September 27, 2022

ACH payments

The following monthly invoices will be paid directly from the Library's checking account via ACH transfer:

1. Amazon
2. Best Life Dental (dental insurance)
3. Consumers Energy (gas and electricity)
4. Michigan Insurance (workers comp)
5. PNC Visa
6. Priority Health (health insurance)
7. VSP (vision insurance)

All payments will be viewable in the monthly financial statements in the Board packet.

Financial statement reconciliations review schedule

June statements - Valerie

August statements - Kim

September statements – Paul

The financial report, transfers, and bills paid in August received unanimous approval on a motion by Heasley with support from Lysdahl.

7. **Public comment:** At 6:45 pm, there were 2 guests. Nancy Neumann announced that she will appear on the November ballot as a write-in candidate for the 2-year term.

8.* **Director's report**

Adult Programs

Ongoing events:

- **Lobby Display Case Exhibit:** Kalamazoo Scottish Festival/All Things Scottish, September 1-12; Constitution Week/U. S. Constitution, September 13-30
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). September topics included the Parchment School District Superintendent Search (Dodie Leckie) and a special 100th episode interview with Rob Britigan.
- **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>.
- **Parchment Oral History Project:** You can listen to oral histories of Parchment on our website at <https://www.parchmentlibrary.org/oral-histories>.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: September 27, 2022

Past events:

- **2nd Sundays Live!** Coffee with Friends. Held on September 11. Attendance: 25.
- **Parchment Book Group:** *The Huntress* and/or *The Rose Code* by Kate Quinn. Held on September 12. Attendance: 6.
- **The Vaudeville Horse: Poetry Reading by Elizabeth Kerlikowske.** To be held on September 26.

Coming Events

- **Lobby Display Case Exhibit:** The National Parks
- **Lunch & Learn: The Aging Roadmap.** Wednesdays, October 5, 12, & 19, 11:30 a.m. - 1:00 p.m.
- **2nd Sundays Live!** Hazeltree. Sunday, October 9, 2:00 p.m.
- **Parchment Book Group:** *Around the World in 80 Days* by Jules Verne. Monday, October 10, 6:00 p.m.
- **Painting Event with Coleen Austin:** Fall Gnome. Thursday, October 13 at 6:00 p.m. OR Thursday, October 20 at 6:00 p.m.
- **Eclipse Talk by Richard Bell.** Monday, October 24, 6:00 p.m.

Visiting Archivist - delayed

As part of the [Michigan State Historical Records Advisory Board \(MSHRAB\)](#) Saving Michigan History grant, a professional archivist was scheduled to meet with Stannard on September 13. This meeting has been delayed until October 24.

Storm damage

A heavy storm in late August broke several large branches in the pine tree near the bench on the north side of the building, one of which remained connected to the tree. The branch was too high for Wolverine Lawn Service to reach with their equipment. At their suggestion Stannard contacted A Cut Above Tree Service, who was able to remove all of the damaged branches. Cost: \$500.

Trustee Resources

Stannard has created a Google Drive folder entitled Trustee Resources. This folder contains a sub-folder for the current Board meeting packet as well as a sub-folder containing the packets for past meetings. There are also sub-folders for Request for Reconsideration materials and for Trustee Resources.

9.* Monthly Statistics Report

Stannard presented the report.

10. Communications

There were no communications.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: September 27, 2022

11.* Strategic Planning

The Committee met on September 20 to discuss the results of the survey, the planning of the community forums, and SOAR analysis process. The survey concluded September 10 after running for six weeks and received 184 responses. Survey results are found in Item 11 in the packet - Survey Questions 1, 2, and 3. The next Committee meeting will be December 13 at 6:30 pm. Stannard distributed a print copy of the SOAR Analysis to the trustees and asked them to complete it before the October 25th Board meeting.

12. Committee reports:

There were no reports.

Unfinished Business**13. Policy Review – Reciprocal Borrowing Policy – 2nd Reading**

The Reciprocal Borrowing Policy received unanimous approval for 2nd reading and adopted as revised on a motion by Beals with support by Lysdahl.

14. Policy Review – Local History Collection Policy – 2nd Reading*

The Local History Collection Policy received unanimous approval for 2nd reading and adopted without change on a motion by Roelof with support by Beals.

New Business**15. LED Lighting Quotes**

Stannard presented quotes to replace the T8 fluorescent bulbs in the library with LED replacements.

The Esper Electric quote, Option 2, in the amount of \$10,735.00, with funds to be taken from 932 Building Maintenance, received unanimous approval on a motion by Roelof with support by Heasley.

16. Board comments

Roelof will not attend the October meeting. Roelof and Lysdahl asked Stannard to create a template for conducting Board meetings and place it in the Trustee Resources Google Drive folder.

17. Public comment

At 7:38 pm, there were 2 guests, who made no comment.

18. Adjournment

Treasurer Harris adjourned the meeting at 7:39 pm.

Minutes taken by Teresa Stannard, Library Director.