

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: January 24, 2023

1. **Call to order:** The meeting was called to order by Vice President Gheen at 6:30 pm.
2. **Present:** Penny Beals, Kim Gheen, Valerie Harris, Robert Heasley, Ruth Layne, Lisa Lysdahl, Nancy Neumann  
**Absent and excused:** none
- 3.\* **Acceptance of agenda:**  
**The agenda received unanimous approval on a motion by Heasley with support from Lysdahl.**
4. **Acknowledgment of guests:** At 6:32 pm, there was one guest.
- 5.\* **Reading and approval of minutes:**  
**The minutes of the December 20<sup>th</sup> meeting received unanimous approval on a motion by Beals with support from Lysdahl.**
- 6.\* **Monthly financial report:**

**Transfers**

There are no transfers this month.

**Stanley Stevens Endowment**

Both the November and December statements from the Kalamazoo Foundation are included in the January board packet.

- On November 30, 2022, the fund balance was \$130,399.88 with a net investment gain of \$7446.24.
- On December 31, 2022, the fund balance was \$126,063.13 with a net investment loss of (\$4336.75).
- Grantmaking available is \$13,454.98. On January 18, 2023, this increased to \$19,833.11.

Stannard received a notice on January 13 that KZCF will be updating its database system this year in order to provide donors and partners better access to information, including restoring access to online fund statements. They hope to have the new system up and running by the fall.

**ACH payments**

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

1. Amazon (Not yet active)
2. Best Life Dental (dental insurance)
3. Consumers Energy (gas and electricity)

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4. Michigan Insurance (workers comp)
5. PNC Visa
6. Priority Health (health insurance)
7. VSP (vision insurance)

Per our ACH policy, Stannard will review the invoice for each payment before the funds are debited from the library's checking account. All payments will be viewable in the monthly financial statements in the Board packet.

**Financial statement reconciliations review schedule**

December statements - Treasurer

January - President

February - Vice President

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

7. **Public comment:** At 6:39 pm, there was one guest, who made no comment.

8.\* **Director's report**

**Adult Programs**

**Ongoing events:**

- **Lobby Display Case Exhibit:** LEGOs, January 7-January 31 or so
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). January interviews included "New and Returning Library Programs" (Barb Bussema and Karen Woodworth) and "Kindleberger Arts Commission" (Jon Heasley).
- **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>.

**Past events:**

- **Holiday Craft Workshop for Adults.** Held December 1. Attendance: 8.
- **Ryan Steck Author Event.** Held December 5. Attendance: 10.
- **2<sup>nd</sup> Sundays Live!** Shelagh & Robbie. Held January 8. Attendance: 48.

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- **Parchment Book Group:** *The Book of Lost Friends* by Lisa Wingate. Held January 9. Attendance: 2 (including 1 new person).
- **Therapy Dogs at the Library.** Held January 17. Attendance:
- **Mystery Book Club – The Louise Penny Series:** *A Fatal Grace*. Held January 16. Attendance: 2
- **Therapy Dogs at the Library.** Held January 24. Attendance: 19

#### Coming Events

- **Yum's the Word: Cheese 101.** Natalie Fuller from The Cheese Lady. Wednesday, January 25, 6:30 p.m. Registration (30) was full by January 16.
- **Therapy Dogs at the Library** will continue on Tuesdays, 4:30-6:30.
- **Lobby Display Case Exhibit:** Harry Potter LEGO Scenes and books (Parchment Middle School LEGO Club)
- **2<sup>nd</sup> Sundays Live!** Mall City Harmonizers. Sunday, February 12, 2:00 p.m.
- **Parchment Book Group:** *Homegoing* by Yaa Gyasi. Monday, February 13, 6:00 p.m.
- **Chickadee Adult Painting Event.** Thursday, February 16, 6:00 p.m. Registration (15) filled in two days.
- **Mystery Book Club – The Louise Penny Series:** *The Cruellest Month*. Tuesday, February 21, 6:30 p.m.
- **Chickadee Adult Painting Event.** Thursday, February 23, 6:00 p.m. Registration (15) filled in two days.

#### LED Lighting installation

Esper will do this work the week of January 30.

#### Visiting Archivist - final report

Stannard received the final report from the Visiting Archivist and copied it into the Trustee Resources folder. Unfortunately, the grant was not funded next year. She and Cheryl Lyon-Jenness will meet soon to discuss the report and plan work in the Local History Room.

#### AARP Tax Help

Free tax help with AARP Tax Aides will take place each Monday from February 6 through April 17. This year they will return to the Community Room, as COVID protocols have been lifted. They will have 6 preparers and will be able to assist up to 273 taxpayers.

#### Volunteer Hours 2021-22

Karen determined that volunteers gave us a combined total of 721 hours of their time in FY 2021-22.

#### Policy Review Schedule 2023

Stannard placed a revised Policy Review Schedule in the Trustee Resources folder.

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**Big Furry Friends**

A new passive program launched January 17. Big Furry Friends is a group of therapy dogs and their owners. One dog and handler will come to the library each Tuesday from 4:30-6:30 pm and stay in the Teen Corner. They hope to benefit visitors to the library by allowing them to interact with the dog. 19 people took advantage of this on January 17.

**9.\* Monthly Statistics Report**

Stannard presented the report.

**10. Communications**

There were no communications.

**11.\* Strategic Planning**

The January 19 meeting of the Committee was postponed due to illness. A next meeting has not yet been scheduled.

**12. Committee reports**

There were no reports.

**Unfinished Business**

**13. Policy Review – Infectious Disease Policy – 2<sup>nd</sup> Reading\***

**The Infectious Disease Policy received unanimous approval for 2<sup>nd</sup> Reading and adoption as presented on a motion by Beals with support by Harris.**

**14. Policy Review – Reopening Plan – 2<sup>nd</sup> Reading\***

**The Reopening Plan received unanimous approval for 2<sup>nd</sup> Reading and adoption as revised on a motion by Heasley with support by Lysdahl.**

**New Business**

**15. Annual Organizational Meeting**

This meeting included the election of officers for 2023, appointment of committees, and selection of financial institutions.

**Vice President Gheen opened the annual organizational meeting at 7:10 pm on motion by Heasley with support by Beals, which received unanimous approval.**

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### 1. Election of officers (President, Vice President/Secretary, Treasurer)

**President:** Vice President Gheen called for nominations for President. Beals nominated Heasley, seconded by Harris.

**The nominations were closed with unanimous approval on a motion by Harris with support by Lysdahl.**

Vice President Gheen called for a vote. **Robert Heasley was elected President for 2023** by unanimous approval.

- President Heasley asked Vice President Gheen to continue to conduct the January board meeting to its conclusion.

**Vice President/Secretary:** Vice President Gheen called for nominations for Vice President. Heasley nominated Gheen, seconded by Beals.

**The nominations were closed with unanimous approval on a motion by Heasley with support by Beals.**

Vice President Gheen called for a vote. **Kimberly Gheen was elected Vice President for 2023** by unanimous approval.

**Treasurer:** Vice President Gheen called for nominations for Treasurer. Beals nominated Harris, seconded by Heasley.

**The nominations were closed with unanimous approval on a motion by Lysdahl with support by Neumann.**

Vice President Gheen called for a vote. **Valerie Harris was elected Treasurer for 2023** by unanimous approval.

### 2) Appointment of Committees

**The President tabled the appointment of committees until the February meeting.**

The current committees are:

- **Materials Review Committee:** Lysdahl (chair), Beals, Heasley
- **Personnel Committee:** Harris (chair), Gheen, [unfilled]

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### 3) Selection of financial institutions

- PNC (primary checking)
- Kalamazoo County Community Foundation (Stanley Stevens Endowment Fund)
- First National Bank (Insured Cash Sweep, money market)

**The list of financial institutions for 2023 received unanimous approval on a motion by Heasley with support by Lysdahl.**

Stannard was directed to compile current interest rates on local financial institutions.

### 4) Financial reconciliations review schedule

2023 Financial statement reconciliations review schedule (can be changed as necessary)

- JAN President
- FEB Vice President
- MAR Treasurer
- APR President
- MAY Vice President
- JUN Treasurer
- JUL President
- AUG Vice President
- SEP Treasurer
- OCT President
- NOV Vice President
- DEC Treasurer

### 5) Conflict of Interest statements

The Director gave each trustee a Conflict of Interest statement to complete and return to her at their earliest convenience. These statements will be kept on file in the Board Meeting Documents - Current Year binder in the Director's office.

**Vice President Gheen closed the annual organizational meeting at 7:28 pm with unanimous approval on a motion by Heasley with support by Neumann.**

### 16. Name Community Room in honor of Paul Banner

To mark Paul Banner's 37 years of service as a library trustee, with 24 years as President, the trustees voted to name the Community Room in his honor. **Unanimous approval was given to a motion by Neumann with support by Harris.**

### 17. Board comments

Heasley thanked the trustees for their faith in him.

Neumann would like to see stats for children's programs included in the Director's report.

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**18. Public comment**

At 7:37 pm, there was one guest. D. Daniel supports naming the Community after Paul Banner. She would like to see some of the work produced by the painting event students in a library art show. She said Rob will make a great President.

**19. Adjournment**

Vice President Gheen adjourned the meeting at 7:39 pm.

Minutes taken by Teresa Stannard, Library Director.