

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: March 28, 2023

1. **Call to order:** The meeting was called to order by President Heasley 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 Gheen with support from Harris.**
4. **Acknowledgment of guests:** At 6:32 pm, there was one guest, D. Daniel.
- 5.\* **Reading and approval of minutes:**  
**The minutes of the February 28th meeting received unanimous approval on a motion by Lysdahl with support from Beals.**
- 6.\* **Monthly financial report:**

**Transfers**

There are no transfers this month.

**Stanley Stevens Endowment**

- On January 31, 2023, the fund balance was \$132,535.26, for a gain of \$6,472.13.
- On February 28, 2023, the fund balance was \$129,232.34 with a net loss of (\$3,302.92).
- Grantmaking available is \$19,833.11.

**Audit**

The audit has been approved and Gabridge & Co. are preparing the final report. Two print copies were issued for the Library's records, and a PDF copy was distributed to trustees. The Board waived an in-person presentation by the auditor, as the audit was clean with no problems.

**Building and Liability Insurance**

At Stannard's request, the Library's insurance carrier, MMRMA (Michigan Municipal Risk Management Authority), re-evaluated the value of the building. CBIZ conducted the evaluation. The value of the building increased from \$3,000,000 to \$4,471,000 with an additional \$74,000 for external lights, signage, and flagpole.

The value of the contents quoted in the CBIZ report is incorrect. It is the original estimate by MMRMA, since corrected by Stannard to \$1,700,000. This corrected amount was used by MMRMA to calculate our 2023-2024 premium, due in May.

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While these changes will increase the premium for 2023-2024, the Library is now fully covered. If the building is entirely destroyed, MMRMA will fully cover the cost to replace it with a building of the same size and quality, even if that cost exceeds the \$6,238,535 evaluation amount. The agent said that MMRMA also includes an additional \$1,000,000 in coverage.

Now that the building and contents are correctly valued, the Library should not see another steep increase in the annual premium. It should be 3 to 4% after this. While this insurance is expensive, it is by far the most comprehensive building and liability insurance Stannard has found. Most medium and large libraries use it, as do most municipalities.

Stannard included the CBIZ report (Item 8A), the MMRMA premium calculation (Item 8B), and her contents calculation (Item 8C) in the packet.

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

Per the Library's 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**

February - Vice President

March - Treasurer

April – President

**The financial report and bills paid in February received unanimous approval on a motion by Beals with support from Lysdahl.**

- 7. Public comment:** At 6:49 pm, there was one guest, who made no comment.

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

**Children (0-10) Programs**

**Recent & Ongoing Programs**

- **kidsCREATE** (ongoing) Crafts are available in the children's area every day. The craft is switched out every 2 weeks. The number of participants is unknown.
- **Guess Who? Scavenger Hunt** (Feb 6 – 28) 43 participants
- **Toddler Tales Storytime** for ages 0-3 February total attendance=17
- **Preschool Pals Storytime** for ages 3-5 February total attendance=37
- **1000 Books B4 Kindergarten** (ongoing) Current number of participants = 27
- **LEGO Club** (Sat Feb 25) Participants=13
- **Five and Under Drive In Movie** (Mar 1,2) 20 participants
- **Everything GREEN Scavenger Hunt** (Mar 6-31)

**Upcoming Programs**

- **LEGO Club** (Sat Mar 25)
- **kidsCREATE** (ongoing, March, April & May)
- **NEW! Book Bundles** (coming in March or April 2023) An early literacy incentive that encourages parents to check out backpacks filled with books/games/puzzles that revolve around specific themes. The first group of Book Bundles will be centered on concepts.
- **NEW! Spring Break kidsCREATE LIVE: Paint Your Own Birdhouse**  
Wed Mar 29 2PM Ages 6-10
- **NEW! Get Caught Reading Mar 27-31 Ages 4-12**
- **NEW! Role-Playing Club** Sat April 8 Ages 9-17 Led by Benjamin Billman

**Adult Programs**

**Ongoing events:**

- **Lobby Display Case Exhibit:** Favorite Books (through March 31). Guest curator: Midwest Miniatures Museum
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). March interviews included "Parchment Community Choir" (Dave Woolf), "Riverview Drive Truck Study" (Nancy Stoddard), and "LEGO Club at the Library" (Ethan Herpst).
- **Big Furry Friends: Therapy Dogs at the Library** will continue on Tuesdays, 4:30-6:30 p.m.
- **Kindleberger Festival at 40 Oral History Project:** Audio versions are posted at <https://archive.storycorps.org/communities/kindleberger-summer-festival-oral->

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[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:** Listen to oral histories of Parchment on our website at <https://www.parchmentlibrary.org/oral-histories>.

## Past events:

- **A Gift of History: Commemorating Abraham Lincoln's Visit.** Held March 2. Attendance: 9.
- **2<sup>nd</sup> Sundays Live!** Whiskey Before Breakfast. Held March 12. Attendance: 92.
- **Parchment Book Group:** *The Personal Librarian* by Marie Benedict. Held March 13. Attendance: 8 (including 1 new person).
- **Therapy Dogs at the Library.** February 28 Attendance: 23. March 7 Attendance: 24. March 14 Attendance: 35. March 21 Attendance: 20.
- **Mystery Book Club – The Louise Penny Series:** *A Rule Against Murder*. Held March 21. Attendance: 5 (including 1 new person).

## Coming Events

- **Lobby Display Case Exhibit:** Rocks of Michigan (beginning April 1). Guest curator: Kalamazoo Geological & Mineral Society
- **Parchment Book Group:** *What the Fireflies Knew* by Kai Harris. Monday, April 10, 6:00 p.m.
- **Mystery Book Club – The Maris Soule Series:** *The Crows*. Tuesday, April 18, 6:30 p.m.
- **Yum's the Word:** Confections with Convictions. Wednesday, April 26, 6:30 p.m. All 30 places are full. (Sold out in less than 36 hours)
- **Tidy Up and Spark Joy!** Shannon Honeycutt. Collaboration with the Adrian District Library, the Center Line Public Library, the Huntington Woods Library, the Three Rivers Public Library, and the Vermontville Township Library. Can be experienced as a virtual program at home Tuesday, April 25th through Thursday, April 27th or as a hybrid program at the library on Thursday, April 27 at 6:00 p.m.

## Robert's Rules of Order Cheat Sheet

A handy cheat sheet for Robert's Rules of Order was made available to SMLC libraries. I'll distribute print copies at the meeting, and have placed a copy in the Trustee Resources folder on Google Drive.

## Summer Reading

We are not using the national summer reading theme of 'All Together Now' but are instead focusing on Parchment and its history with 'Parchment Power,' using a Monopoly board for the reading log. The Friends of the Library have given us a gift of \$2000 to support 2023 Summer Reading.

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**Electricity Costs**

We just received our electric bill covering February 22 through March 15. Our electric usage is 35% lower than the same period last year. The new LED lights are making a significant difference in our electricity bill. Last year we used 11,520 kwh (\$1829), and this year we used 7520 kwh (\$1250).

**9.\* Monthly Statistics Report**

Stannard presented the report.

**10. Communications**

Stannard reported the receipt of a donation of \$500 from Mark Jenness and Cheryl Lyon-Jenness on March 9 to support the cost of newspaper reproduction and the purchase of archival materials used in the Local History Room. They wrote, "...collecting, preserving, and making accessible materials regarding Parchment history is a very important contribution to the community and much appreciated."

**11.\* Strategic Planning**

The Committee met on Thursday, March 9, at 6:30 pm, and heard reports on the Focus Groups and the SOAR analysis. The data collection portion of the process is complete. Each Committee member was tasked with producing a draft Strategic Plan before the next meeting on April 13<sup>th</sup> at 6:30 pm. At that meeting the Committee will write a draft Strategic Plan to submit to the Board for review.

**12. Committee reports**

The Personnel Committee reported that the Director's Evaluation survey is ready. It will be sent to Board members in mid-April, with 2 weeks to respond. The Committee will report to the Board at the May meeting.

**Unfinished Business****13. Policy Review – Child Safety Policy – 2<sup>nd</sup> Reading**

**The Child Safety Policy received unanimous approval for 2<sup>nd</sup> reading and adoption as presented on a motion by Gheen with support by Harris.**

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**New Business**

**14. Policy Review – Public Comment Policy – 1<sup>st</sup> Reading\***

Stannard suggested that the Board consider expanding the Public Comment section of the By-Laws into a separate Public Comment policy. She noted that while the current By-Laws set basic rules for public comment, an expanded policy would provide more guidance in the event several people wished to speak at a board meeting.

**The Public Comment Policy received unanimous approval for for 1st reading as presented on a motion by Beals with support by Lysdahl.**

**15. Board comments**

Neumann – Though the Library does not have a TikTok account, she suggested that library staff review popular titles on BookTok and create a display with “#booktok” books. She suggested that stepstools be installed in the restrooms so kids can wash their hands.

Gheen – visited the Loutit Regional Library in Grand Haven.

**16. Public comment**

At 7:44 pm, there was one guest, who made no comment.

**17. Adjournment**

President Heasley adjourned the meeting at 7:45 pm.

Minutes taken by Teresa Stannard, Library Director.