

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: April 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 Lysdahl.
4. **Acknowledgment of guests:** At 6:32 pm, there was one guest, D. Daniel.
- 5.* **Reading and approval of minutes:**
The minutes of the March 28th meeting received unanimous approval on a motion by Harris with support from Lysdahl.
- 6.* **Monthly financial report:**

Transfers: \$16,500 from 995 Additions to Reserve Fund

\$500 to **803 Audit Fees** from 995 Additions to Reserve Fund.

\$16,000 to **932 Building Maintenance** from 995 Additions to Reserve Fund.

- **Dale Hubbard (Roto-Rooter)** 3 visits to unclog toilets. **\$750.10**
- **Exterior Home Services.** Exterior window cleaning. **\$257**
- **Esper Electric \$11,649.60**
 - Oct: Tried to put exterior outlet onto new breaker; disconnected it instead. Installed new can light in front soffit. \$614.60
 - Feb: Removed T8 bulbs and installed LED replacements. \$10,735.00
- **Mall City Mechanical \$10,879.34**
 - Oct: JACE software upgrade. \$470.60
 - Nov: AC condenser loud – shouldn't have come on. A new control system is needed (quote \$4500). \$200.25
 - Dec: Leaking pump repaired. \$414.00
 - Dec: Annual boiler cleaning – repaired cracked burner plate. \$212.06
 - Dec: replaced pump motor and bearing assembly. \$3744.79
 - Jan: Repair locked circ pump at water heater. \$1227.04
 - Jan: New control system installed. \$4500

Stanley Stevens Endowment

- March 31, 2023, the fund balance was \$130,197.14, for a gain of \$964.80.
- Grantmaking available is \$19,833.11.

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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 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, transfers, and payment of bills paid in March received unanimous approval on a motion by Gheen with support from Beals.

7. **Public comment:** At 6:38 pm, there was one guest, who made no comment.

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.
- **Everything Green Scavenger Hunt** (Mar 6-31) Total participants=84
- **Toddler Tales Storytime** for ages 0-3 March total attendance=7
- **Preschool Pals Storytime** for ages 3-5 March total attendance (Wednesdays and Thursdays total) = 62
- **1000 Books B4 Kindergarten** (ongoing) Current number of participants = 27
- **LEGO Club** (Sat Mar 25) Total participants=6
- **Get Caught Reading** (March 27-31) Total participants=69
- **Role-Playing Club** (April 8) led by Benjamin Billman Total participants=9

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- **Egg-cellent Scavenger Hunt** (April 5-26)

UPCOMING PROGRAMS

- **LEGO Club** (April 22)
- ***Under Construction! Scavenger Hunt for May**
- **kidsCREATE** (ongoing thru May)
- ***Under Construction! Book Bundles** 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.
- **Role-Playing Club** Sat May 20 & June 19. Ages 9-17. Led by Benjamin Billman.
- **Parchment Power! Summer Reading Program 2023 June 5- August 18**

Adult Programs

Ongoing events:

- **Lobby Display Case Exhibit:** Rocks of Michigan (April 1-30). Guest curator: Kalamazoo Geological & Mineral Society
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). April interviews included "Role-Playing Clubs at the Library" (Benjamin Billman), "Parchment School District Student Art Show 2023" (Kaitlin Bisel and Hillary Campbell), and "Kindleberger Festival 2023 Preview" (Claudia Britigan and Kris Jordan).
- **Kindleberger Festival at 40 Oral History Project:** 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:** Listen to oral histories of Parchment on the Library's website at <https://www.parchmentlibrary.org/oral-histories>.

Past events:

- **Parchment Book Group:** *What the Fireflies Knew* by Kai Harris. Held April 10. Attendance: 9 (including 2 new people).
- **Therapy Dogs at the Library.** March 28 Attendance: 11. April 4 Attendance: 11. April 11 Attendance: 14. (No visits April 18 or 25.)
- **Volunteer Appreciation Event.** Held April 18. Attendance: 22.
- **Mystery Book Club – The Maris Soule Series:** *The Crows*. Held April 18. Attendance: 3 (including 2 new people).

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Coming Events

- **Yum's the Word:** Confections with Convictions. Wednesday, April 26, 6:30 p.m. All 30 places are full.
- **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.
- **Lobby Display Case Exhibit:** May the Fourth Be With You (May 1-20) and Memorial Joes (May 20-31). Guest curators: Chad and Alicia Waldron
- **Big Furry Friends: Therapy Dogs at the Library – introducing three newly-certified teams** (Final weekly visit until October 2023), Tuesday, May 2, 4:30-6:30 p.m.
- **Parchment Book Group:** *Adult Assembly Required* by Abbi Waxman. Monday, May 8, 6:00 p.m.
- **Mystery Book Club – The Maris Soule Series:** *As the Crow Flies*. Tuesday, May 16, 6:30 p.m.
- **Bee Happy Painting Events.** Thursday, May 18 OR Thursday, May 25 at 6:00 p.m.
- **Kalamazoo County Mobile ID Unit.** Monday, May 22, 3:00-6:00 p.m.
- **60th Birthday Celebration:** Celebrating 60 years of the Parchment Community Library! Saturday, June 10, 11:00 a.m. – 1:00 p.m.

Parchment Student Art Show Grand Opening, April 12

At least 450 visitors came to the Grand Opening event between 5:00 and 7:00 pm. New this year – stop-motion films created by students, and ‘The Art of Literacy’ in the Community Room with activities provided by KRESA and guest readers. [This is a link to a photo album of the event](#). Stannard sent a thank-you email to the art teachers and school administrators.

Volunteer Appreciation Day, April 18

Library volunteers were presented with certificates and a nifty notebook at a reception on April 18. 14 of the Library’s 20 volunteers attended, along with several guests including Nancy, Penny, and Rob. In 2022 the volunteers gave us 619 hours (at least!) of their time, doing tasks including book sorting, shelf reading, dusting, landscaping, greeting event attendees, assisting with programs, organizing the Local History Room, attending Friends of the Library meetings, and working the book sales. That’s an average of 12 hours of volunteer time per week!

PFAS informational meeting April 19

The MiPEHS team presented the first round of PFAS testing data and an open house from 3:00 to 7:00 pm. Approximately 20 people attended.

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Cass County proposed ordinance

On April 18, Michigan librarians were alerted to a proposed ordinance on the April agenda of the Cass County Commission. The ordinance would have given the County control over what books were allowed in public and school libraries, the power to define what material is considered obscene, and librarians would have had to annually sign a notarized document pledging compliance or face jail time. The ordinance was pulled from the agenda the following day thanks to the robust response from the library community, and in particular from the Marcellus Library director. A reminder that the library community needs to remain informed about the agendas of local municipalities.

- [Link to proposed Cass County Child Protection ordinance](#)
- [Link to listserv post from Marcellus Library director](#)
- [Link to Bridge article about the response to the ordinance](#)

Paul R. Banner Community Room

The transition of the Community Room to the Paul R. Banner Community Room is complete. The lettering has been installed on the sliding glass door and a photo plaque is on the wall.

Library card tutorial

Stannard's daughter donated her time (and software) to create a new library card tutorial for the Library's website. [You may see it here.](#)

New stepstools for restrooms

Thanks to Nancy's suggestion, the public restrooms now have stepstools so children can wash their hands!

9.* Monthly Statistics Report

Stannard presented the report.

10. Communications

No communications.

11.* Strategic Planning

The Strategic Planning Committee met on Thursday, April 13 at 6:30 pm and reviewed the draft plans from each committee member. They combined these ideas into a one-page 2023-2028 Strategic Plan, which is in the Board packet for your review.

12. Committee reports

The Personnel Committee reported that the Director's Evaluation has been sent to all trustees and is due May 1. The Committee will report to the Board at the May meeting.

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Unfinished Business

13.* Policy Review – Public Comment Policy – 2nd Reading

The Public Comment Policy received unanimous approval for 2nd reading and adoption as presented on a motion by Gheen with support by Harris.

New Business

14.* Policy Review – Meeting Room Policy – 1st Reading

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

15.* Policy Review – Membership Policy – 1st Reading

The Membership Policy received unanimous approval for 1st reading as presented on a motion by Neumann with support by Harris.

16. Board comments

17. Public comment

At 7:48 pm, there was one guest, who made no comment.

17. Adjournment

President Heasley adjourned the meeting at 7:48 pm.

Minutes taken by Teresa Stannard, Library Director.