

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: May 23, 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 Beals with support from Neumann.
4. **Acknowledgment of guests:** At 6:31 pm, there was no guests.
- 5.* **Reading and approval of minutes:**
The minutes of the April 25th meeting received unanimous approval on a motion by Neumann with support from Harris.
- 6.* **Monthly financial report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- April 30, 2023, the fund balance was \$130,988.65, with a net gain of \$791.51.
- Grantmaking available is \$19,833.11.

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 our ACH policy, I 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.

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Financial statement reconciliations review schedule

April – President

May – Vice President

June - Treasurer

The financial report and bills paid in April received unanimous approval on a motion by Gheen with support from Lysdahl.

7. Public comment: At 6:34 pm, there were no guests.

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.
- **Egg-cellent Scavenger Hunt** (Mar 6-31) Total participants=78
- **Role-Playing Club** (May 20) Total participants=9 (5 + 4)
- **Toddler Tales Storytime** for ages 0-3 April total attendance=8
- **Preschool Pals Storytime** for ages 3-5 April total attendance (Wednesdays and Thursdays total) = 53
- **1000 Books B4 Kindergarten** (ongoing) Current number of participants = 29
- **LEGO Club** (Sat April 22) Total participants=1
- **Big Hungry Caterpillar Food Find** (May 1-26)
- **Butterflies in the Library** (May 12 - ?)

UPCOMING PROGRAMS

- **Parchment Power Summer Reading Program 2023**
- **Silly Sidewalk Obstacle Course (June 5 – August 12)**
- **Storytimes in the Park** Wednesdays beginning June 7 @ 10:30A
- **Get Caught Reading Days** (June 14 & July 12, all day)
- **Paws to Read: Reading To Dogs** (June 14, July 12 & August 11 @ 11-12:30P)
- **kidsCREATE LIVE: A Paper Trail Ages 6-10** (June 15, 22; July 6, 13 & 27 @ 10:30A)
- **Alan Kazam, Magician** (Tues. June 20 @ 2:00p)
- **Family Papermaking Workshops** (June 28 & July 19 @ 6P)
- **Stories on the Lawn** (Fridays @ 10:30A beginning June 16)
- **kidsCREATE** (drop-in only)

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- **I Spy Scavenger Hunt** (ages 3+, June 5-July 1)
- **Role-Playing Club** (ages 9-17) Date still undecided for June & July)
- ***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.

Adult Programs

Ongoing events:

- **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
- **Parchment Update:** All interviews are [posted weekly on the library's website](#). May interviews included "County ID Celebrates 5 years" (Kalamazoo County Clerk Meredith Place) and "CCC and Sunken Garden Crew 2023" (Cheryl Lyon-Jenness).
- **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 our website at <https://www.parchmentlibrary.org/oral-histories>.

Past events:

- **Yum's the Word:** Confections with Convictions. Held April 26. Attendance: 32.
- **Tidy Up and Spark Joy!** In-person event held April 27. Attendance: 3. Online access April 25-27: the program received 55 views but the presenter has no way to tell which were from our library and which were from others.
- **Parchment Book Group:** *Adult Assembly Required* by Abbi Waxman. Held May 8. Attendance: 8 (1 additional person was unable to attend due to illness but sent comments)
- **Big Furry Friends: Therapy Dogs at the Library – introducing three newly-certified teams.** Held May 2. Attendance: 30.
- **Volunteer Appreciation Event.** Held April 18. Attendance: 22.
- **Mystery Book Club – The Maris Soule Series:** *As the Crow Flies*. Held May 16. Attendance: 2 (1 new person and 1 who hadn't attended since before 2020; 3 people sent regrets due to illness or other commitments).
- **Bee Happy Painting Event.** Held May 18. Attendance: 12.
- **Kalamazoo County Mobile ID Unit.** Held May 22. Attendance: 6.

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Coming Events

- **Bee Happy Painting Event.** Thursday, May 25 at 6:00 p.m.
- **Lobby Display Case Exhibit:** 60 Years of Parchment Community Library
- **Parchment Power! Summer Reading Bookopoly:** For All Ages, June 5 – August 12
- **60th Birthday Celebration:** Celebrating 60 years of the Parchment Community Library! Saturday, June 10, 11:00 a.m. – 1:00 p.m.
- **Parchment Book Group:** *The Ride of Her Life* by Elizabeth Letts. Monday, June 12, 6:00 p.m.
- **Mystery Book Club – The Maris Soule Series:** *Eat Crow and Die*. Featuring an author visit by Maris Soule! Tuesday, June 20, 6:30 p.m.

Digital magazines

Stannard canceled the subscription to PressReader digital magazine service due to very low usage.

Chairs for Adult Reading Corner

Stannard received approval from the Trustees to purchase four new chairs from Liberty Square Furniture.

Summer Reading 2023: Parchment Power

Stannard distributed drafts of the Summer Reading brochures and showed examples of some of the prizes. The theme this year is Parchment Power and focuses on the history of the city and the KVP paper mill.

9.* Monthly Statistics Report

Stannard presented the report.

10. Communications

No communications.

11.* Strategic Planning

Stannard announced her plan to train a current staff person as Public Services Manager, to provide continuity in the next few years as she and other senior staff retire.

12. Committee reports

The Personnel Committee presented the Director's evaluation, and recommended a 5% merit raise.

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Unfinished Business

13.* Policy Review – Meeting Room Policy – 2nd Reading

The Meeting Room Policy received unanimous approval for 2nd reading and adoption as presented on a motion by Beals with support by Harris.

14.* Policy Review – Membership Policy – 2nd Reading

The Membership Policy received unanimous approval for 2nd reading and adoption as revised on a motion by Neumann with support by Gheen.

New Business

No new business.

15. Board comments

16. Public comment

At 7:23 pm, there were no guests.

17. Adjournment

President Heasley adjourned the meeting at 7:24 pm.

Minutes taken by Teresa Stannard, Library Director.