

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: June 27, 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, Ruth Layne, Lisa Lysdahl, Nancy Neumann
Absent and excused: Robert Heasley
- 3.* **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Lysdahl with support from Beals.
4. **Acknowledgment of guests:** At 6:31 pm, there was 1 guest. D. Daniel.
- 5.* **Reading and approval of minutes:**
The minutes of the May 23rd meeting received unanimous approval on a motion by Harris with support from Lysdahl.
- 6.* **Monthly financial report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- The May 31 statement is not yet available. KalFound is in the process of migrating data to their new software system. I will bring both the May and June statements to the July meeting.
- Grantmaking available is \$19,833.11.

Switch banks?

The Board asked Stannard to look into the interest rates of local financial institutions, with an eye to moving the Library's checking and/or savings accounts. She included her worksheet (still in progress) to the packet. At this point she hasn't found local financial institutions which can significantly improve on the 0.5% rate in the current First National ICS account, but believes she can find better rates than the current PNC checking account. She will have a completed report and recommendations for the July meeting.

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)

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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

May – Vice President

June – Treasurer

July - President

The financial report and bills paid in May received unanimous approval on a motion by Beals with support from Layne.

7. Public comment: At 6:37 pm, there was 1 guest, who made no comment.

8.* Director's report
Stannard presented the report.

9.* Monthly Statistics Report
Stannard presented the report.

10. Communications
There were no communications.

11.* Strategic Planning
There was no report.

12. Committee reports
There were no committee reports.

Unfinished Business
There was no unfinished business

New Business

13.* Policy Review – Mission Statement – 1st Reading
The Mission Statement received unanimous approval for 1st reading and adoption as presented on a motion by Harris with support by Beals.

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14.* Policy Review – Internet Policy – 1st Reading

Discussion: Should this policy address AI? Can AI be downloaded onto our computers? Could our computers be used to do something harmful?

The Internet Policy received unanimous approval for 1st reading and adoption as revised on a motion by Beals with support by Lysdahl.

15* 2023-2024 Budget – 1st Reading

Discussion: Board recommended the minimum wage be set to \$15 per hour and all other wages increased a commensurate amount. Board discussed requirements for employees who work from home.

The 2023-2024 Budget received unanimous approval for 1st reading, noting the request for increased wages and discussion of personnel issues, on a motion by Lysdahl with support from Harris.

16. Board comments

Beals will not attend the July meeting.

Lysdahl may not attend the July meeting.

Neumann noted that the Trustee Manual, page 10, includes an orientation for new trustees. She thinks it would be beneficial for the Director to use this as a template for onboarding new trustees, and asked that she and the other new trustees be given this orientation.

17. Public comment

At 8:01 pm, there was 1 guest, who made no comment.

18. Adjournment

Vice President Gheen adjourned the meeting at 8:02 pm.

Minutes taken by Teresa Stannard, Library Director.