

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: July 25, 2023

1. **Call to order:** The meeting was called to order by President Heasley at 6:30 pm.
2. **Present:** Kim Gheen, Valerie Harris, Robert Heasley, Ruth Layne, Nancy Neumann
Absent and excused: Penny Beals, Lisa Lysdahl
- 3.* **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Gheen with support from Harris.
4. **Acknowledgment of guests:** At 6:31 pm, there was 1 guest. D. Daniel.
- 5.* **Reading and approval of minutes:**
The minutes of the June 27 meeting received unanimous approval on a motion by Gheen with support from Layne.
- 6.* **Monthly financial report:**

Transfers

All transfers made from 995 Additions to Reserve Fund. **Total \$6475.**

728 Programs. Transfer \$1000.

932 Building Maintenance. Transfer \$4000.

936 Fire Alarm. Transfer \$1475.

Stanley Stevens Endowment

- Both the May and June statements are included in the packet. I now have access to the statements via the KalFound.org website.
- Grantmaking available is \$19,833.11.

Local financial institutions

Stannard reported on her research to date.

Increase in 'check washing' and other forms of check fraud

Stannard reported that Michigan libraries are reporting a marked increase in check washing. If any PCL checks are affected by such fraud, she will start paying the vendor via ACH rather than a paper check.

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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
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

May – Vice President

June – Treasurer

July - President

The financial report, transfers, and bills paid in June received unanimous approval on a motion by Harris with support from Gheen.

7. **Public comment:** At 6:44 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**
Stannard noted that an action item from the Strategic Plan - appointing a Facilities Management Committee - is on the agenda this month.
12. **Committee reports**
There were no committee reports.

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Unfinished Business**13. Policy Review – Mission Statement – 2nd Reading**

The Mission Statement received unanimous approval for 2nd reading and adoption as reviewed (without change) on a motion by Gheen with support by Neumann.

14. Policy Review – Internet Policy – 2nd Reading

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

15. 2023-2024 Budget – 2nd Reading.

The 2023-2024 Budget received unanimous approval for 2nd reading as presented on a motion by Harris with support by Gheen.

New Business**16. Facilities Maintenance Committee**

One new standing committee is needed: Facilities Maintenance. This committee will work with the Director to determine current maintenance needs and to plan for ongoing maintenance. This committee will serve until the next Annual Organizational Meeting in January 2024.

President Heasley asked for three volunteers. Appointments will be made at the August 22 meeting.

17. Director Search Committee

One temporary committee is needed: Director Search. This committee will conduct the search for a Library Director to replace Teresa when she retires in September 2024. This committee will serve until the new Director is hired.

President Heasley asked for three volunteers. Appointments will be made at the August 22 meeting.

18. Board comments

Neumann noted that the Street Index on the library website's Get a Library Card form is not accurate. Stannard agreed that it is out of date, but no updates are available.

19. Public comment

At 7:45 pm, there was 1 guest, who made no comment.

20. Adjournment

President Heasley adjourned the meeting at 7:46 pm.

Minutes taken by Teresa Stannard, Library Director.