

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: August 22, 2023

1. **Call to order:** The meeting was called to order by President Heasley at 6:30 pm.
2. **Present:** Penny Beals, Valerie Harris, Robert Heasley, Ruth Layne, Lisa Lysdahl, Nancy Neumann
Absent and excused: Kim Gheen
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Lysdahl with support from Beals.
- 4a. **Public hearing for proposed 2023-2024 budget:**
The public hearing was called to order by President Heasley at 6:32 pm.

The public hearing was opened with unanimous approval on a motion by Lysdahl with support from Beals.

1 guest was in attendance, who made no comment.

The public hearing was closed with unanimous approval on a motion by Harris with support from Lysdahl.

President Heasley closed the public hearing at 6:33 pm.
- 4 b* **Adoption of 2023-2024 millage levy and budget:**
The by-law to read the Resolution in its entirety was waived, the 2023-2024 millage of 1.9395 was approved, the 2023-2024 Budget was accepted on 3rd reading, and the 2023-2024 General Appropriations Resolution was adopted, on a motion by Lysdahl with support from Neumann.

AYE: Beals, Harris, Layne, Lysdahl, Neumann, and Heasley.
NAY: none.
5. **Acknowledgment of guests:** At 6:39 pm, there was 1 guest. D. Daniel.
6. **Reading and approval of minutes:**
The minutes of the July 25th meeting received unanimous approval on a motion by Beals with support from Neumann.

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7. Monthly financial report:

Transfers

No transfers this month.

Stanley Stevens Endowment

- The July 31st statement from the Kalamazoo Community Foundation listed a closing balance of \$139,221.29 with a net gain of \$4492.35.
- Grantmaking available is \$19,833.11.

Local financial institutions

Stannard reported on her progress reviewing local financial institutions.

Auditor quotes

As the Library's current auditor will raise their fee from \$4500 to \$6475, Stannard is gathering quotes from the following firms: Siegfried Crandall, Yeo & Yeo, Kruggel Lawton, and Seber Tans.

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 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.

Financial statement reconciliations review schedule

May – Vice President

June – Treasurer

July - President

The financial report and the bills paid in July received unanimous approval on a motion by Beals with support by Harris.

8. Public comment: At 6:50 pm, there was 1 guest, who made no comment.

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9. **Director's report**
Stannard presented the report.
10. **Monthly Statistics Report**
Stannard presented the report.
11. **Communications**
There were no communications.
12. **Strategic Planning**
There was no report.
13. **Committee reports**
There were no committee reports.

Unfinished Business

14. **Facilities Maintenance Committee**
This new standing 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 appointed the following trustees to the Facilities Management Committee:
Harris (Chair), Layne, and Neumann.

15. **Director Search Committee**
This new temporary committee will conduct the search for a Library Director to replace Stannard when she retires in September 2024. This committee will serve until the new Director is hired.

President Heasley appointed the following trustees to the Director Search Committee:
Gheen (Chair), Lysdahl, and Beals.

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New Business

16. Policy Review – Security Camera Policy – 1st Reading

The Security Camera Policy received unanimous approval for 1st reading on a motion by Layne with support by Beals.

17. 17. Board Comments

Lysdahl may not be able to attend the meeting next month. Neumann and her husband are working on the street index for the library district. They recommend that Stannard replace the street index currently available on the library's website with a link to the Kalamazoo County parcel search page, as this is the site the Parchment Schools use to determine district residency.

18. Public comment

At 7:26 pm, there was 1 guest, who made no comment.

19. Adjournment

President Heasley adjourned the meeting at 7:28 pm.

Minutes taken by Teresa Stannard, Library Director.