

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: September 26, 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, Nancy Neumann
Absent and excused: Lisa Lysdahl
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Harris with support from Neumann.
4. **Acknowledgment of guests:** At 6:32 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**
The minutes of the August 22nd meeting received unanimous approval on a motion by Beals with support from Layne.
6. **Monthly financial report:**

Transfers To cover anticipated expenditures through September 30, 2023.

All transfers to be taken from 995 Additions to Fund Balance. **Total: \$34,898.00.**

- 702 Prof. Wages \$5500
- 712 Worker's Comp \$ 53
- 728 Programs \$5600
- 808 Software Support \$ 600
- 851 Postage \$ 315
- 853 Telephone \$ 380
- 880 Publicity \$ 490
- 918 Water/Sewer \$ 40
- 919 Electricity \$2200
- 921 Gas \$ 50
- 932 Bldg. Maint. \$1000
- 933 Maint. Supplies \$ 600
- 934 Site Maint. \$9000
- 936 Fire Alarm \$ 300
- 972 Computers \$4350
- 973 Furnishings \$4420

Stanley Stevens Endowment

- As of August 31, 2023, the Stanley Stevens Endowment Fund at the Kalamazoo Community Foundation had a balance of \$136,267.47, representing a net loss in August of \$2,953.82.

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- Grantmaking available is \$19,833.11.

Local financial institutions

Stannard met with representatives of Lake Michigan Credit Union and Consumers Credit Union. Their services, interest rates, and fees were comparable. However, only Lake Michigan Credit Union offers HSA service. Their ACH generation service would cost approximately \$12-\$20 per month. They offer a business Visa card with no annual fee. Positive Pay is available, for approximately \$37-\$45 per month. The LMCU proposal is included in the packet, under Item 6.

Stannard recommend that before the end of this calendar year transferring the Library's primary checking to LMCU, open a Money Market and HSA account with them.

Auditor quotes

The Library's current auditor, Gabridge & Co., will raise their fee from \$4500 to **\$6475**. Stannard asked for quotes from the following firms: Siegfried Crandall, Yeo & Yeo, Kruggel Lawton, and Seber Tans. Seber Tans and Yeo & Yeo declined to provide a quote, citing staffing shortages.

- Siegfried Crandall quoted **\$4400** (2023); **\$4500** (2024); **\$4600** (2025).
- Kruggel Lawton quoted **\$10,500 plus travel**

Stannard recommended using Siegfried Crandall for auditing services. Currently the City of Parchment, the Ransom District Library in Plainwell, and other area libraries use Siegfried Crandall for auditing services.

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.

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Financial statement reconciliations review schedule

August – Vice President

September – Treasurer

October - President

The financial report, transfers, and the bills paid in August, the move of checking, savings, and HSA from PNC Bank to Lake Michigan Credit Union, and the selection of Siegfried & Crandall as auditor, received unanimous approval on a motion by Harris with support by Beals.

7. **Public comment:** At 6:46 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 in the Strategic Plan, to hire a Public Services Supervisor by the end of the year, will be achieved on October 1, when Ehren White will assume the role of Circulation Supervisor.
12. **Committee reports**
There were no committee reports. Stannard noted that library had staff had contributed their thoughts on what abilities and characteristics an ideal new director should possess, and that these were available in the Director Search folder on Google Drive.

Unfinished Business

13. **Policy Review – Security Camera Policy – 2nd Reading**
The Security Camera Policy received unanimous approval for 2nd reading and adoption as revised on a motion by Beals with support by Neumann.

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New Business

14. **Item 14 Non-Resident Fee effective October 1, 2023**
The Non-Resident Fee for 2023-2024 was set at \$110.00 with unanimous approval on a motion by Layne with support by Gheen.
15. **Board Comments**
There were no Board comments.
16. **Public comment**
At 6:58 pm, there was 1 guest, who made no comment.
17. **Adjournment**
President Heasley adjourned the meeting at 7:00 pm.

Minutes taken by Teresa Stannard, Library Director.