

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: October 24, 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 Lysdahl with support from Harris.
4. **Acknowledgment of guests:** At 6:32 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**
The minutes of the September 24th meeting received unanimous approval on a motion by Neumann with support from Beals.
6. **Monthly financial report:**

Transfers To cover anticipated expenditures through September 30, 2023.

All transfers taken from 995 Additions to Fund Balance. **Total: \$270.00.**

- 921 Gas \$ 70
- 932 Bldg. Maint. \$ 200

The final gas bill was higher than anticipated. The automatic door openers failed in late September and had to be replaced, which made Building Maintenance over budget.

Stannard made these transfers using the authority granted in the By-Laws to the Director to make transfers under \$500.

Transfer from First National to PNC Bank

Stannard initiated a transfer of \$100,000 from First National Bank to the PNC checking account on October 9, which was finalized on October 19.

Stanley Stevens Endowment

- As of September 30, 2023, the Stanley Stevens Endowment Fund at the Kalamazoo Community Foundation had a balance of \$131,832.63, with a \$4,434.84 net loss.
- Grantmaking available is \$19,833.11. On January 1, \$6,366.26 will be added to Grantmaking which will bring the total of spendable funds to \$26,199.37.

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Lake Michigan Credit Union

Stannard is working on the list of auto payments from PNC checking and the VISA card. Next week she will open accounts with LMCU with the minimum amount – checking, money market savings, and HSA. She had been told the LMCU credit card charge no fees, but has since learned that their business VISA does charge an annual fee. She will look for another credit card that doesn't charge an annual fee. She plans to complete the move by the end of the calendar year.

Siegfried Crandall

Stannard received an engagement letter from Siegfried Crandall. There are some corrections and clarifications needed, so she hasn't signed it yet. They expect to perform the audit December 14.

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

August – Vice President

September – Treasurer

October - President

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

7. **Public comment:** At 6:37 pm, there was 1 guest, who made no comment.
8. **Director's report**
Stannard presented the report.

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9. Monthly Statistics Report

Stannard presented the report.

10. Communications

There were no communications.

11. Strategic Planning

There was no report.

12. Committee reports

Gheen presented a report for the Director Search Committee. The Committee recently held their first meeting. They will begin work in earnest in January, meeting every 2 weeks or as needed. She reported they have plenty of good resources at their disposal, and library staff have contributed their suggestions. She asked for and received the names of local residents who might wish to contribute to the search process.

Unfinished Business

None.

New Business

13. Policy Review – Disclosure of Library Records – 1st Reading

The Disclosure of Library Records policy received unanimous approval for 1st reading on a motion by Beals with support by Lysdahl.

14. Policy Review – ADA Policy – 1st Reading

The Ada Policy received unanimous approval for 1st reading on a motion by Harris with support by Lysdahl.

15. Board Comments

Neumann attended the recent painting event. She praised Coleen's talent, preparation, and patience. She suggested, however, that staff should not allow young children to participate in events intended for adults.

16. Public comment

At 7:13 pm, there was 1 guest, who commented that she's doing her part to keep our adult fiction circulation numbers healthy – she has seven books checked out right now.

17. Adjournment

President Heasley adjourned the meeting at 7:14 pm.

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Minutes taken by Teresa Stannard, Library Director.