

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: November 28, 2023

1. **Call to order:** The meeting was called to order by President Heasley at 6:30 pm.
2. **Present:** Penny Beals, Kim Gheen, Robert Heasley, Ruth Layne, Lisa Lysdahl, Nancy Neumann
Absent and excused: Valerie Harris
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Beals with support from Gheen.
4. **Acknowledgment of guests:** At 6:32 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**
The minutes of the October 24th meeting received unanimous approval on a motion by Neumann with support from Beals.
6. **Monthly financial report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- As of October 31, 2023, the Stanley Stevens Endowment Fund at the Kalamazoo Community Foundation had a balance of **\$128,037.06**, with a \$3,795.57 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.

Lake Michigan Credit Union

Stannard has provided all necessary documentation to LMCU and the new checking and money market accounts should be set up very soon.

Audit notes

The **Letter to Trustees** and the **Engagement Letter** from Siegfried Crandall were provided in the packet. The audit will take place on December 14.

Tip to deter check-washing

Stannard noted that she received this tip in the November newsletter from First National Bank. When writing and signing paper checks, always use a gel pen. Gel ink is quite resistant to the chemicals used in check washing.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: November 28, 2023

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, 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

October – President

November – Vice President

December - Treasurer

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

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**
The Facilities Committee will set a meeting in January, after the holidays.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: November 28, 2023

Unfinished Business

- 13. Policy Review – Disclosure of Library Records – 2nd Reading**
The Disclosure of Library Records policy received unanimous approval for 2nd reading and adoption on a motion by Beals with support by Lysdahl.
- 14. Policy Review – ADA Policy – 2nd Reading**
The Ada Policy received unanimous approval for 2nd reading and adoption on a motion by Neumann with support by Layne.

New Business

- 15. Discussion of library security**
The trustees and Stannard discussed the present and potential security issues at the library. Stannard was directed to speak with Teachout Security about their services, and to the library's lawyer about updating the Patron Conduct policy.
- 16. Board Comments**
There were no comments.
- 17. Public comment**
At 7:27 pm, there was 1 guest, who made no comment.
- 18. Adjournment**
President Heasley adjourned the meeting at 7:28 pm.

Minutes taken by Teresa Stannard, Library Director.