

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: December 19, 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 Neumann with support from Lysdahl.**
4. **Acknowledgment of guests:** At 6:31 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**  
**The minutes of the November 28 meeting received unanimous approval on a motion by Lysdahl with support from Beals.**
6. **Monthly financial report:**

**Transfers**

No transfers this month.

**Stanley Stevens Endowment**

- As of November 30, the Stanley Stevens Endowment Fund at the Kalamazoo Community Foundation had a balance of **\$136,592.31**, with a gain of \$8,555.25.
- 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**

The checking and Money Market savings accounts are open. Stannard transferred \$100,000 from the First National money market savings account to LMCU checking. As millage income is received, she will deposit it into the LMCU money market account up to \$100,000 and into the LMCU checking account up to \$100,000 or so. Both accounts are insured (in aggregate) up to \$250,000.

The PNC Bank account is still open and will remain active until Stannard confirms that all automatic payments have been successfully transferred to LMCU. When the PNC account is closed, the funds will go to LMCU and/or First National.

Since LMCU charges an annual fee for their credit card, Stannard will continue to use the PNC credit card.

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: December 19, 2023

**Audit notes**

The audit was conducted on December 14. No issues were found.

**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 November received unanimous approval on a motion by Layne with support by Beals.**

7. **Public comment:** At 6:36 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**  
Stannard presented a thank-you card sent by a patron.
11. **Strategic Planning**  
There was no report.

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DATE: December 19, 2023

**12. Committee reports**

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

**Unfinished Business**

There was no unfinished business.

**New Business**

**13. Policy Review – Credit and Debit Card Acceptance Policy – 1<sup>st</sup> Reading**

**The Credit and Debit Acceptance Policy policy received unanimous approval for 1<sup>st</sup> reading as amended on a motion by Beals with support by Neumann.**

**14. Policy Review – Credit Card for Staff Use Policy – 1<sup>st</sup> Reading**

**The Credit Card for Staff Use Policy received unanimous approval for 1<sup>st</sup> reading as amended on a motion by Gheen with support by Harris.**

**16. Board Comments**

Happy Holidays to everyone, and a Happy New Year.

**17. Public comment**

At 7:05 pm, there was 1 guest, who made no comment.

**18. Adjournment**

President Heasley adjourned the meeting at 7:06 pm.

Minutes taken by Teresa Stannard, Library Director.