

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: January 23, 2024

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 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 December 19 meeting received unanimous approval on a motion by Lysdahl with support from Layne.
6. **Monthly financial report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- The balance in the Stanley Stevens Endowment account at the Kalamazoo Community Foundation as of 12/31/2023 was \$144,441.23, with a net gain of \$7,848.92.
- Grantmaking available in 2024 is \$26,199.37.

Draft Audit

The draft audit was sent to all trustees via email last week. Once the draft is approved, Stannard will notify Siegfried Crandall to print and distribute the final version.

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)

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: January 23, 2024

Per 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

December – Treasurer

January – President

February – Vice President

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

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**
Stannard presented a thank-you card sent by a patron.
11. **Strategic Planning**
There was no report.
12. **Committee reports**
Lysdahl presented a report from the Director Search Committee. The Committee met on January 18. They plan to, within the next month, to prepare a proposed budget which will cover expenses for HR review, legal review background checks, travel expenses, etc. They will contact newly-hired library directors in our area as well as members of their search committees.

Unfinished Business

13. **Policy Review – Credit and Debit Card Acceptance Policy – 2nd Reading**
The Credit and Debit Acceptance Policy received unanimous approval for 2nd reading and adoption as presented on a motion by Neumann with support by Lysdahl.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: January 23, 2024

14. **Policy Review – Credit Card for Staff Use Policy – 2nd Reading**
The Credit Card for Staff Use Policy received unanimous approval for 2nd reading and adoption as amended on a motion by Beals with support by Neumann.

New Business

15. **Annual Organizational Meeting**
President Heasley opened the organizational meeting at 7:05 pm on a motion by Gheen.

1. Election of officers

a. President.

Nominations were opened on a motion by Gheen.
 Beals nominated Heasley for President, with support from Lysdahl.
 Nominations were closed on a motion by Gheen with support by Beals.
Heasley was elected President by voice vote.

b. Vice President/Secretary

Nominations were opened on motion by Lysdahl.
 Beals nominated Gheen for Vice President/Secretary, with support from Lysdahl.
 Nominations were closed on a motion by Beals with support from Lysdahl.
Gheen was elected Vice President/Secretary by voice vote.

c. Treasurer

Nominations were opened on a motion by Beals.
 Beals nominated Harris for Treasurer, with support from Lysdahl.
 Nominations were closed on a motion by Gheen with support from Beals.
Harris was elected Treasurer by voice vote.

2. Appointment of Committees

President Heasley announced that the membership of all committees would remain unchanged from last year. They are:

- **Materials Review Committee:** Lysdahl (chair), Beals, Layne
- **Personnel Committee:** Gheen (chair), Harris, Neumann
- **Facilities Maintenance Committee:** Harris (chair), Layne, Neumann
- **Director Search Committee:** Gheen (chair); Beals, Lysdahl

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: January 23, 2024

3. Selection of financial institutions

The following list of financial institutions was approved on a motion by Gheen with support from Neumann:

- **Lake Michigan Credit Union** (primary checking, money market)
- **PNC** (checking account will be closed in 2024)
- **Kalamazoo County Community Foundation** (Stanley Stevens Endowment Fund)
- **First National Bank** (Insured Cash Sweep, money market)

4. Financial reconciliations review schedule for 2024 was presented and accepted by acclimation.

- JAN President
- FEB Vice President
- MAR Treasurer
- APR President
- MAY Vice President
- JUN Treasurer
- JUL President
- AUG Vice President
- SEP Treasurer
- OCT President
- NOV Vice President
- DEC Treasurer

5. Conflict of Interest statements

Stannard presented each trustee a Conflict of Interest Statement to complete and return to her at their earliest convenience.

President Heasley closed the annual organizational meeting at 7:18 on a motion by Beals with support by Layne.

16. Discussion of library usage and hours

Stannard presented statistics of library visits and comparative statistics of library hours with other Class III libraries in Michigan. Discussion concluded with the decision not to change hours at this time.

17. Board Comments

Beals will not attend the February meeting.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: January 23, 2024

18. Public comment

At 7:28 pm, there was 1 guest, who made no comment.

19. Adjournment

President Heasley adjourned the meeting at 7:31 pm.

Minutes taken by Teresa Stannard, Library Director.