

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: February 27, 2024

1. **Call to order:** The meeting was called to order by President Heasley at 6:30 pm.
2. **Present:**, Kim Gheen, Valerie Harris, Robert Heasley, Lisa Lysdahl, Nancy Neumann
Absent and excused: Penny Beals, Ruth Layne
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Harris with support from Neumann.
4. **Acknowledgment of guests:** At 6:31 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**
The minutes of the January 23 meeting received unanimous approval on a motion by Neumann with support from Lysdahl.
6. **Monthly financial report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 1/31/2024 was \$142,548.31, with a net loss of (\$882.45) and the annual administrative fee of (\$1010.47).
- Grantmaking available in 2024 is \$26,199.37.

Final Audit

The final audit and letter from Siegfried Crandall were included in the packet.

LMCU

- Stannard opened a Max Money Market account at LMCU for \$100,000. Interest rate is currently 4.15% APY.
- Stannard transferred \$50,000 from LMCU to First National Bank, as the total funds at LMCU exceeded \$250,000.

PNC

- Stannard reported that all **automatic payments and deposits** have been transferred to LMCU. She will wait until the next PNC bank statement arrives to confirm. Once confirmed, she'll close the PNC account.
- The two staff **HSA accounts** have been transferred from PNC to LMCU, and the PNCBenefitsPlus HSA account has been closed.

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- Stannard did not realize the December **PNC credit card** statement had not been received until the January statement arrived, and the library incurred **late fees and interest charges**. Per policy, she reimbursed the library for these fees and charges. Details can be found on the January credit card statement in the packet.

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 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

January – President

February – Vice President

March - Treasurer

The financial report and the bills paid in January received unanimous approval on a motion by Harris with support by Lysdahl.

7. **Public comment:** At 6:39 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.

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12. Committee reports

Director Search Committee. Gheen presented the report.

The Committee asked the Board to approve the following:

1. **Salary recommendation** (based on Michigan Class III Library salaries) of \$55,000 to \$65,000.
2. **Benefits recommendation** of health, dental, and vision insurance, paid sick leave, vacation, and holidays, and pre-tax deposits to a 403(b) retirement account.
 - a. Stannard was directed to determine the rules regarding matching employer contributions for 403(b) accounts.
3. **Meeting dates for candidate interviews** (June 18 & 20 at 6:30 pm). The Board will vote on the successful candidate at the regular meeting on June 25.
 - a. Stannard was asked to book the Community Room for all three dates.

The salary recommendation, benefits recommendation, and meeting dates were agreed upon by unanimous consent.

Facilities Maintenance Committee. Harris and Neumann reported.

The Committee toured the building interior with Stannard last week.

- The tile in the front entrance and front foyer need to be replaced. Stannard was directed to begin gathering quotes.
- Many handles and locks need to be replaced. Stannard was directed to obtain a quote to replace all the handles and locks in the building.
- The restrooms on the lower level need to be remodeled. This project will be held for the new director.
- The tile floor on the lower level (from the front stairway to the carpeting, including the restrooms) should be replaced. Stannard was directed to obtain quotes for replacing the tile with polished concrete.
- Ceiling tiles throughout the building have been soiled from vents. Stannard was asked to have these replaced.
- The 2x4 ceiling tiles in the Community Room are sagging. The Committee recommends replacing these with 2x2 tiles. This project will be held for the new Director.
- The moveable wall in the Community Room should be replaced. This project will be held for the new Director.

Unfinished Business

There was no unfinished business.

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New Business

- 13. Policy Review – Circulation Policy – 1st Reading**
The Circulation Policy received unanimous approval for 1st reading on a motion by Gheen with support by Neumann.
- 14. Policy Review – Materials Selection Policy – 1st Reading**
The Materials Selection Policy received unanimous approval for 1st reading on a motion by Harris with support by Lysdahl.
- 15. Door locks – Bommersheim quotes**
The quote from Bommersheim Window & Door for Grade 1 locks and handles for \$18,689.64, to be paid from the Fund Balance, was approved on a motion by Lysdahl with support from Gheen.
- 17. Board Comments**
Gheen will send calendar reminders to all trustees about June meeting dates.
Neumann: Does Mrs. B ever send half-sheet flyers to the elementary schools for special events? Her children receive them on occasion from the Ransom Library, and she finds them an effective marketing tool.
- 18. Public comment**
At 7:51 pm, there was 1 guest, who made no comment.
- 19. Adjournment**
President Heasley adjourned the meeting at 7:52 pm.

Minutes taken by Teresa Stannard, Library Director.