

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
DATE: March 26, 2024

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 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 February 27 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

- The balance in our Kalamazoo Community Foundation account as of 2/29/2024 was \$146,185.82, with a net gain of \$3,637.
- Grantmaking available in 2024 is \$26,199.37.

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. MMRMA (liability insurance)
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.

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Financial statement reconciliations review schedule

February – Vice President

March – Treasurer

April – President

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

7. Public comment: At 6:33 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 reported a letter and donation received.

11. Strategic Planning
There was no report.

12. Committee reports

Director Search Committee. Gheen presented the report.

1. Meeting dates for candidate interviews

- a. The interview dates were confirmed as **June 13 and June 20**. The June 20 interview will be recorded for the benefit of trustees who cannot attend.
- b. The Board will vote on the successful candidate at the June Board meeting, which has been moved from June 25 to **Wednesday, June 26** so that all trustees can attend.

Personnel Committee. Gheen confirmed that the Director's Evaluation will be sent via email to all trustees in April, and the final report will be given at the May Board meeting.

Unfinished Business

13. Policy Review – Circulation Policy – 2nd Reading
The Circulation Policy was tabled for 3rd reading in April with additional changes on a motion by Neumann with support by Harris.

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14. **Policy Review – Materials Selection Policy – 2nd Reading**
The Materials Selection Policy received unanimous approval for 2nd reading and adoption as presented on a motion by Beals with support by Lysdahl.

New Business

15. **Security Camera upgrade – Lockmaster quote**
The quote from Lockmaster for \$11,426.00, to be paid from the Fund Balance, was approved on a motion by Harris with support from Gheen.
16. **Foyer flooring quotes**
Tabled to the April 23rd meeting. Stannard was directed to bring Sackett and Wenke back in to discuss further options and logistics.
17. **Board Comments**
Layne suggested a ham radio program.
18. **Public comment**
At 8:01 pm, there was 1 guest, who made no comment.
19. **Adjournment**
President Heasley adjourned the meeting at 8:02 pm.

Minutes taken by Teresa Stannard, Library Director.