

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: April 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, Valerie Harris, Robert Heasley, Ruth Layne, Nancy Neumann
Absent and excused: Lisa Lysdahl
3. **Acceptance of agenda:**
The agenda received unanimous approval on a motion by Beals with support from Gheen.
4. **Acknowledgment of guests:** At 6:31 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**
The minutes of the March 26 meeting received unanimous approval on a motion by Neumann with support from Layne.
6. **Monthly financial report:**

Transfers

- **\$1500.00 to 728 Programming Supplies from 995 Additions to Reserve Fund.** Note: Friends of the Library have donated funds to support programming, which were credited to 581 Local Grants.
- **\$19,000.00 to 932 Building Maintenance from 995 Additions to Reserve Fund.** Cost of replacing all door locks and handles (Bommersheim invoice).
- **\$140 to 936 Fire Alarm from 995 Additions to Reserve Fund.** Cost for testing and maintaining fire extinguishers was more than anticipated.

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 3/31/2024 was \$150,537.09, with a net gain of \$4,351.27.
- Grantmaking available in 2024 is \$26,199.36.

Hoopla

Stannard reported that Hoopla is rapidly gaining in popularity and costs have increased to about \$2000 per month. To manage Hoopla expenditures, the library can set a monthly spending limit and/or reduce the number of borrows per patron. **The Board instructed Stannard to set a monthly spending cap for Hoopla at \$2500 per month.** The number of borrows per patron will remain at 10.

PNC

Stannard reported that the library's PNC account was closed on 4/4/2024, and all remaining funds (\$84,222.77) were transferred to First National Bank of Michigan Money Market account.

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MMRMA insurance

Stannard met with the MMRMA agent, Craig Manser of Ibex, to discuss the premium renewal coming in May. The premium is increasing 8%. The 2024-25 premium, renewing in May, will be \$12,042.

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. PNC Visa
5. Priority Health (health insurance)
6. VSP (vision insurance)

Per our ACH policy, I 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

March – Treasurer

April – President

May – Vice President

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

7. **Public comment:** At 6:42 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 card from Representative Matt Hall was received, praising the Eclipse Craft Party.

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- 11. Strategic Planning**
There was no report.

12. Committee reports

Director Search Committee. Gheen presented the report.

- 1. Job posting was published on Wednesday, April 17.** The posting was sent to Indeed.com, Wayne State, MLA, michlib-l, SMLC listservs, and our website.
- 2. Scoring matrix.** The Committee has developed a scoring matrix for resumes to make the process as equitable as possible.
- 3. Questions to attorney.** Gheen presented the answers received from attorney Michael Blum to her questions regarding the interview process.
- 4. Interview questions.** The Committee presented a list of 20 potential interview questions. The trustees edited these to a list of 12 questions.
- 5. Videotaped interviews.** The Committee asked Stannard to prepare a method for videotaping the interviews that will allow trustees to review them at a later date.
- 6. Negotiation.** **President Heasley was empowered to negotiate with the successful candidate on behalf of the Board, keeping within the posted salary range and benefits, on a motion by Gheen with support from Beals which received unanimous approval.**

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

Unfinished Business

- 13. Policy Review – Circulation Policy – 3rd Reading**
The Circulation Policy received unanimous approval for 3rd reading and adoption as revised on a motion by Gheen with support by Neumann.

New Business

- 14. Policy Review – Personnel Policy – 1st Reading**
The Personnel Policy received unanimous approval for 1st reading on a motion by Harris with support by Beals.
- 15. Foyer flooring quotes**
Stannard presented revised quotes for replacing the tile and grate in the entrance area between the two double doors with walk-off carpet. The work will be scheduled for late August and should take 3 or 4 days. The library will remain open during the project.
The quote from Sackett for \$2,257.67, to be paid from the Fund Balance, was approved on a

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motion by Harris with support from Neumann.

16. Board Comments

The Search Committee thanked the Board for their support and assistance. The Board thanked the Search Committee for their fine work. Harris noted she will seek re-election.

17. Public comment

At 8:05 pm, there was 1 guest, who commented "The library has a great staff and a great Board, and great job, Search Committee!"

18. Adjournment

President Heasley adjourned the meeting at 8:06 pm.

Minutes taken by Teresa Stannard, Library Director.