

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: May 28, 2024

1. **Call to order:** The meeting was called to order by President Heasley at 6:31 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 Beals with support from Lysdahl.
4. **Acknowledgment of guests:** At 6:32 pm, there was 1 guest. D. Daniel.
5. **Reading and approval of minutes:**
The minutes of the April 23 meeting received unanimous approval on a motion by Neumann with support from Harris.
6. **Monthly financial report:**

Transfers

No transfers this month

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 4/30/2024 was \$145,855.47, with a net loss of \$4,681.62.
- Grantmaking available in 2024 is \$26,199.36.

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 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.

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

DATE: May 28, 2024

Financial statement reconciliations review schedule

April – President

May – Vice President

June – Treasurer

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

7. **Public comment:** At 6:34 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.
11. **Strategic Planning**
There was no report.
12. **Committee reports**

Director Search Committee. Gheen presented the report.

1. **Documents were distributed to trustees in preparation for interviews.**
 - a. Resumes of the top three candidates.
 - b. Rules for interviewing from the Michigan Public Library Trustee Manual.
 - c. Evaluation tool for interviewing candidates.
 - d. Assignment list for trustees – who will ask which questions.
2. **Overview of the search process.**
 - a. The Committee began meeting in January.
 - b. The deadline for applications was May 20.
 - c. As resumes were received, Committee members used a scoring matrix tool to evaluate the resumes.
 - d. A total of 12 resumes were received. Of these, 7 applicants had an MLS degree; 10 women, 2 men; 3 had experience as a library director; 11 were from Michigan and 1 from Nevada.

**PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING MINUTES**

DATE: May 28, 2024

- e. The Committee met on May 24 to review the results of the resume evaluations and to vote on the top three candidates. The vote was unanimous.

3. Interview and selection process.

- a. Two candidates will be interviewed on June 13 and the remaining candidate on June 20. The interviews will be videotaped and made available to any trustees who cannot attend the interviews in person.
- b. The Board will select the final candidate at the meeting on Wednesday, June 26, at 6:30 pm.
- c. The three finalists have been asked for references; the Committee will check references and report the results to the trustees.
- d. Once the successful candidate has been selected, President Heasley will call them to make the offer of employment, followed by a written offer.
- e. A background check will be conducted after the offer of employment has been accepted.

Personnel Committee. Neumann and Harris presented the Director's Evaluation.

Unfinished Business

13. Policy Review – Personnel Policy – 2nd Reading

The Personnel Policy received unanimous approval for 2nd reading and adoption as revised on a motion by Beals with support by Lysdahl.

New Business

No new business

16. Board Comments

Neumann reminded trustees to save the date for the August 27 meeting and the September 7 open house.

17. Public comment

At 7:45 pm, there was 1 guest, who commented "Kim, Lisa, and Penny have been extraordinary in their work on the Search Committee!"

18. Adjournment

President Heasley adjourned the meeting at 7:46 pm.

Minutes taken by Teresa Stannard, Library Director.