

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

DATE: June 26, 2024

- 1. Call to order:** The meeting was called to order by President Heasley at 6:29 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 Lysdahl with support from Beals.
- 4. Acknowledgment of guests:** At 6:32 pm, there were 3 guests. D. Daniel, K. LaPierre, J. Clemence.
- 5. Reading and approval of minutes:**
The minutes of the May 28 meeting and the two special meetings held June 13 and June 20 received unanimous approval on a motion by Beals with support from Lysdahl.
- 6. Monthly financial report:**

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 5/31/2024 was \$151,354.41, with a net gain of \$5,498.94.
- 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. PNC Visa
5. Priority Health (health insurance)
6. QuickBooks (annual renewal)
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.

Financial statement reconciliations review schedule

May – Vice President

June – Treasurer

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July – President

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

- 7. Public comment:** At 6:33 pm, there were 3 guests. LaPierre: commended the trustees for their hard work; happy that both candidates are so strong; reminded trustees that the staff listed their first priority for the new director was good communication skills and a people person; library skills can be taught; people skills are more difficult to learn.
- 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.
- 12. Committee reports**
There were no reports.

Unfinished Business

There was no unfinished business.

New Business

- 13. 2024-2025 Budget – 1st Reading**
The proposed budget was discussed. Stannard noted a slight increase in income. Neumann voiced concerns about an employee who works remotely.
The 2024-2025 Budget received unanimous approval for 1st reading on a motion by Harris with support by Lysdahl.
- 14. Selection of successful candidate for Library Director**
The trustees and the current Director each discussed their views about the candidates. The trustees voted via paper ballot. Jennifer Willard was selected as the new Library Director.

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President Heasley and Vice President Gheen will make the offer on Thursday, June 27 and, once the offer has been formally accepted, will contact the other candidate.

15. Board Comments

All present thanked the Search Committee and Gheen, the committee chair.

17. Public comment

At 7:40 pm, there were 3 guests. Daniel and LaPierre thanked the board for their work.

18. Adjournment

President Heasley adjourned the meeting at 7:41 pm.

Minutes taken by Teresa Stannard, Library Director.