

**PARCHMENT COMMUNITY LIBRARY
401 S. Riverview Drive, Parchment, MI 49004**

**SPECIAL MEETING AGENDA
BOARD OF TRUSTEES MEETING
September 11, 2025**

PURPOSE OF SPECIAL MEETING:

Due to damage in June 2025, the boiler pipes inside two of the Library's air handlers need to be replaced. The Library has received a quote for replacement which will require Board approval. To ensure that the boiler pipes are replaced and the HVAC system running properly before winter arrives, the Board has scheduled a Special Meeting, separate from the regularly-scheduled meeting on September 23, 2025.

- Item 1.** Call to order
- Item 2.** Roll call
- Item 3.** Approval of agenda
- Item 4.** Acknowledgement of guests
- Item 5.** Boiler Pipe Replacement Quote*
- Item 6.** Board comments
- Item 7.** Public comment**
- Item 8.** Adjournment

**Items marked with an asterisk (*) will have accompanying documentation in the board packet. Each document will be marked with the Item number (i.e. Item 4), followed by subheadings a, b, c, etc. as necessary.*

*** Public comment is encouraged at all Board Meetings. These comments are limited to three (3) minutes per person. SEE: Public Comment Policy at parchmentlibrary.org/board-of-trustees/#policies*

*The Parchment Community Library will provide necessary reasonable auxiliary aids and services during and after the voice conference, such as closed captioning for the hearing impaired or a transcription of the meeting **upon five (5) days' notice to the Library Director**. Individuals with disabilities requiring such services should contact the Library Director by sending an email to jwillard@parchmentlibrary.org, or by leaving a voicemail at (269) 343-7747, x203.*