

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
December 16, 2025

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:31 p.m.
2. **Present:** Penny Beals, Richard Brandt, Jessie Clemence, Valerie Harris, Ruth Layne, Lisa Lysdahl, and Nancy Neumann  
**Absent and Excused:** none
3. **Approval of agenda:**  
**The agenda received unanimous approval on a motion by Beals.**
4. **Acknowledgement of guests:** At 6:32 p.m. there were two guests present.
5. **Reading & approval of minutes:**  
**The minutes of the November 25, 2025 meeting received unanimous approval on a motion by Clemence.**
6. **Monthly Financial Report:**

**Transfers**

**\$1,000.00**

**Stanley Stevens Endowment**

- The Kalamazoo Community Foundation statement was not available at the time of this meeting.

**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. Michigan Insurance (workers comp)
5. PNC Visa
6. Priority Health (health insurance)
7. VSP (vision insurance)

Per ACH policy, Willard 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**

September – Treasurer

October – President

November – Vice President

**The financial report and the bills paid in November received unanimous approval on a motion by Brandt.**

- 7. Public comment:**  
At 6:52, there were 2 guests, who made no comment.
- 8. Director's report**  
Willard and Weyenberg presented the report.
- 9. Monthly statistical report**  
Willard presented the report.
- 10. Communications:**  
There were no communications.
- 11. Strategic Planning**  
There was no report.
- 12. Committee Reports**  
There was no report.

#### **Unfinished Business**

**Item 13 Policy Review – Personnel Policy – 3<sup>rd</sup> Reading**  
**The Personnel policy received unanimous approval for 3<sup>rd</sup> reading and adoption, with one clarification, on a motion by Harris.**

#### **New Business**

(none)

- 14. Board comments**  
President Lysdahl thanked Kim Gheen for her service to the Library and her help and support for the Board and its members over this past year.  
Vice President Layne welcomed Richard Brandt to the Board.
- 15. Public Comment**  
At 7:36 there were 2 guests, who made no comment.
- 16. Adjournment**  
President Lysdahl adjourned the meeting at 7:37 p.m.

Minutes taken by Jennie Willard, Library Director