

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
November 25, 2025

As neither President Lysdahl nor, at the last moment, Vice President Layne were able to be present, an election for Chairman *Pro Tem*. was initiated on a motion by Beals. Harris was elected Chairman *Pro Tem*. by voice vote.

1. **Call to order:** The meeting was called to order by Chairman *Pro Tem*. Harris at 6:32 p.m.
2. **Present:** Penny Beals, Jessie Clemence, Kim Gheen, Valerie Harris, and Nancy Neumann
Absent and Excused: Ruth Layne and Lisa Lysdahl
3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Beals.
4. **Acknowledgement of guests:** At 6:33 p.m. there were two guests present.
5. **Reading & approval of minutes:**
The minutes of the October 28, 2025 meeting received unanimous approval on a motion by Neumann.
The minutes of the November 13, 2025 special meeting received unanimous approval on a motion by Clemence.
6. **Monthly Financial Report:**
Stanley Stevens Endowment
 - The balance in our Kalamazoo Community Foundation account as of 10/31/2025 was \$182,798.61, with a net gain of \$1,664.59.
 - Grantmaking available in 2025 is \$32,697.16.

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

August – Vice President

September – Treasurer

October – President

November – Vice President

The financial report and the bills paid in October received unanimous approval on a motion by Beals.

7. Public comment:

At 6:46, 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:

Gheen presented her official notice of resignation for the time she had been appointed to cover after Rob Heasley was unable to continue his term in February 2025.

With a motion by Beals, it was unanimously decided to appoint Richard Brandt to fill the vacancy on the Board through the end of 2026 for the term originally held by Rob Heasley.

11. Strategic Planning

Willard and Weyenberg presented the report.

12. Committee Reports

There was no report.

Unfinished Business

Item 13 Policy Review – Membership Policy – 2nd Reading

The Membership policy received unanimous approval for 2nd reading and adoption on a motion by Clemence.

Item 14 Policy Review – Personnel Policy – 2nd Reading

The Personnel policy received unanimous approval for 2nd reading, with updates to be made, on a motion by Beals.

New Business

15. Board comments

Beals reminded the Board of the different schedule for the December meeting.
Neumann complimented the updates to the library catalog's settings.

16. Public Comment

At 8:05 there was 1 guest, who made no comment.

17. Adjournment

Chairman *Pro Tem*. Harris adjourned the meeting at 8:05 p.m.

Minutes taken by Jennie Willard, Library Director