

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
February 24, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:32 p.m.
2. **Present:** Richard Brandt, Valerie Harris, Ruth Layne, Lisa Lysdahl, and Nancy Neumann  
**Absent and Excused:** Penny Beals and Jessie Clemence
3. **Approval of agenda:**  
**The agenda received unanimous approval on a motion by Neumann.**
4. **Acknowledgement of guests:** At 6:33 p.m. there was one guest present.
5. **Reading & approval of minutes:**  
**The minutes of the January 27, 2026 meeting received unanimous approval on a motion by Harris.**
6. **Monthly Financial Report:**

**Transfers**

No transfers this month.

**Stanley Stevens Endowment**

- The balance in our Kalamazoo Community Foundation account as of 1/31/2026 was \$191,425.83, with a net gain of \$4,563.22, minus the \$282.57 quarterly fee.
- Grantmaking available in 2026 is \$39,684.01.

In January 2026, KZCF's updated fee policy took effect, meaning annual administrative fees are now being assessed on a quarterly basis.

**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**

December – Treasurer

January – President

February – Vice President/Secretary

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

- 7. Public comment:**  
At 6:41, there was 1 guest, who made no comment.
- 8. Director's report**  
Willard and Weyenberg presented the report.
- 9. Monthly statistical report**  
Weyenberg presented the report.
- 10. Communications:**  
There were no communications.
- 11. Strategic Planning**  
Upcoming renovations will fulfill much of the practical aspects of the Strategic Plan. Staff are paying attention to day-to-day needs of the community to see where we can provide better service. Willard is talking with staff about projects that could assist with the Strategic Plan during monthly one-on-ones.
- 12. Committee Reports**  
There was no report.

### **Unfinished Business**

#### **Item 13 Building Renovations**

The contract for insurance-covered repairs is being reviewed by the Library's lawyer and insurance company. Willard is confirming final details with company for estimate and contract for library-funded renovations.

### **New Business**

#### **Item 14 Policy Review – Personnel Policy – 1<sup>st</sup> Reading\***

**The Personnel policy received unanimous approval for 1<sup>st</sup> reading and adoption, with one edit, on a motion by Neumann.**

#### **Item 15 Revised Budget re: Building Renovations**

Now that there is an estimate of cost for the building renovations, Willard and Weyenberg presented a revised budget that included funding in the associated line

items, as well as updates to items such as staffing, trash removal, etc. that had either changed over the past months or the Board had already approved.

**The Revised Budget received unanimous approval for 1<sup>st</sup> reading and adoption on a motion by Layne.**

**14. Board comments**

Brandt requested that the Library look into providing passport and/or notary services for the community.

The option of changing the date of the Board meeting from the fourth Tuesday to the third Tuesday was discussed.

**15. Public Comment**

At 7:51 there was 1 guest, who made no comment.

**16. Adjournment**

President Lysdahl adjourned the meeting at 7:51 p.m.

Minutes taken by Jennie Willard, Library Director