

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
January 27, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:33 p.m.
2. **Present:** Jessie Clemence, Valerie Harris, Ruth Layne, and Lisa Lysdahl
Absent and Excused: Penny Beals, Richard Brandt, and Nancy Neumann
3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Harris.
4. **Acknowledgement of guests:** At 6:34 p.m. there were no guests present.
5. **Reading & approval of minutes:**
The minutes of the December 16, 2025 meeting received unanimous approval after an edit to correct the Board roll call from Kim Gheen to Richard Brandt, 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 11/30/2025 was \$185,156.75, with a net gain of \$2,358.14.
- Grantmaking available in 2025 was \$32,697.16.

- The balance in our Kalamazoo Community Foundation account as of 12/31/2025 was \$187,145.18, with a net gain of \$1,988.43.
- Grantmaking available in 2026 is \$39,684.01.

The Board discussed the staff health savings account benefit. Willard and Weyenberg will bring updated policy language to the next meeting for Board approval.

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

November – Vice President

December – Treasurer

January – President

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

- 7. Public comment:**
At 6:50, there were no 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 Technology Update

The purchase and configuration of four laptops and peripherals for staff, to replace desktop computers, for \$8,495.48 as presented in the quote from Clark Technical Services on 11/17/2025, received unanimous approval on a motion by Clemence.

New Business

Item 14 Annual Organizational Meeting

Lysdahl opened the organizational meeting at 7:28 on a motion by Harris.

1. Election of Officers

a. President

Nominations were opened on a motion by Clemence.
Harris nominated Lysdahl for President, with support by Layne.
Nominations were closed on a motion by Clemence.
Lysdahl was elected President by voice vote.

b. Vice President/Secretary

Nominations were opened on a motion by Harris.
Harris nominated Clemence for Vice President.
Nominations were closed on a motion by Layne.
Clemence was elected Vice President/Secretary by voice vote.

c. Treasurer

Nominations were opened on a motion by Layne.
Clemence nominated Brandt for Treasurer.
Nominations were closed on a motion by Harris.
Brandt was elected Treasurer by voice vote.

2. Appointment of Committees

President Lysdahl announced the membership of committees. They are:

- **Materials Review Committee:** Harris (chair), Beals, Neumann
- **Personnel Committee:** Neumann (chair), Brandt, Layne
- **Facilities Committee:** Clemence (chair), Brandt, Harris

3. Selection of Financial Institutions

The following list of financial institutions was approved on a motion by Harris with support from Layne.

- **Lake Michigan Credit Union** (primary checking, money market)
- **PNC** (credit card is held in reserve)
- **Kalamazoo County Community Foundation** (Stanley Stevens Endowment Fund)
- **First National Bank** (Insured Cash Sweep, money market, credit card)

4. Financial reconciliations review schedule for 2026 was presented and accepted by acclamation.

- JAN President
- FEB Vice President
- MAR Treasurer
- APR President
- MAY Vice President
- JUN Treasurer

- JUL President
- AUG Vice President
- SEP Treasurer
- OCT President
- NOV Vice President
- DEC Treasurer

5. Conflict of Interest statements

Willard presented each trustee a Conflict of Interest Statement to complete and return to her at their earliest convenience.

President Lysdahl closed the annual organizational meeting at 7:41 on a motion by Clemence.

Item 15 Building Renovations

The Board reviewed the estimate from Rockford Construction for repairs which will be covered by insurance.

During the review of the estimate from Rockford Construction dated 1/26/2026 for \$90,176.00, it was noted that updates to the downstairs bathrooms were not included.

Acceptance of the estimate for library-paid renovations up to \$100,000 was unanimously approved on a motion by Clemence.

16. Board comments

Beals had sent word that she would not be at the February meeting.

17. Public Comment

At 8:10 there were no guests, who made no comment.

18. Adjournment

President Lysdahl adjourned the meeting at 8:11 p.m.

Minutes taken by Jennie Willard, Library Director