

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
March 24, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:36 p.m.
2. **Present:** Penny Beals, Richard Brandt, Jessie Clemence, Ruth Layne, Lisa Lysdahl, and Nancy Neumann
Absent and Excused: Valerie Harris
3. **Approval of agenda:**
The agenda received unanimous approval on a motion by Brandt.
4. **Acknowledgement of guests:** At 6:37 p.m. there was one guest present.
5. **Reading & approval of minutes:**
The minutes of the February 24, 2026 meeting received unanimous approval on a motion by Neumann.
6. **Monthly Financial Report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- The balance in our Kalamazoo Community Foundation account as of 2/28/2026 was \$194,971.47, with a net gain of \$3,545.64.
- Grantmaking available in 2026 is \$39,684.01.

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 February received unanimous approval on a motion by Clemence.

- 7. Public comment:**
At 6:45, 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**
Necessary maintenance of one of the boilers led to a conversation with our HVAC technician regarding what future items might be reaching repair/replacement. He will put together a list for us so that we can plan and budget for these as needed.
- 12. Committee Reports**
There was no report.

Unfinished Business

Item 13 Building Renovations
Contract negotiations are ongoing.

Item 14 Policy Review – Personnel Policy – 2nd Reading*
The Personnel policy received unanimous approval for 2nd reading and adoption on a motion by Brandt.

Item 15 Revised Budget re: Building Renovations – 2nd Reading*
The Revised Budget received unanimous approval for 2nd reading and adoption on a motion by Layne.

New Business

Item 16 Policy Review – Board Bylaws – 1st Reading*
The Board unanimously voted to move Board of Trustee meetings to the third Tuesday of the month, beginning in April 2026, on a motion by Neumann.

Item 17 Elevator Maintenance*

- i. The motion by Clemence to accept the bid to replace the elevator's hydraulic packing provided by Elevator Service, LLC on March 18, 2026, for \$4,900.00, was approved unanimously.
- ii. The motion by Layne to accept the elevator maintenance contract bid provided by Elevator Service, LLC on March 18, 2026, was approved unanimously.

18. Board comments

No comments.

15. Public Comment

At 8:03 there was 1 guest, who made no comment.

16. Adjournment

President Lysdahl adjourned the meeting at 8:04 p.m.

Minutes taken by Jennie Willard, Library Director