

PARCHMENT COMMUNITY LIBRARY
BOARD OF TRUSTEES MEETING
April 21, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:33 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 6:34 p.m. there was one guest present.
5. **Reading & approval of minutes:**
The minutes of the March 24, 2026 meeting received unanimous approval on a motion by Neumann.
6. **Monthly Financial Report:**

Transfers

No transfers this month.

Stanley Stevens Endowment

- The Kalamazoo Community Foundation statement was not available as of the date of this meeting.
- 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

January – President

February – Vice President/Secretary

March – Treasurer

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

- 7. Public comment:**
At 6:35, 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**
There was discussion about contracts from Otis Elevator and Elevator Services Inc.
- 12. Committee Reports**
 - i. Personnel Committee: The Director's Evaluation survey will be out shortly.

Unfinished Business

Item 13 Building Renovations
Contract negotiations are ongoing.

Item 14 Policy Review – Board Bylaws – 2nd Reading*
The Board Bylaws received unanimous approval for 2nd reading and adoption on a motion by Neumann.

New Business

Item 15 eBooks*
Weyenberg presented statistics on recent eBook, eAudioBook, etc. usage.

Item 16 Fund Balance*
Willard presented forecasts for budgeting for future projects.

- 17. Board comments**
Brandt passed on thanks and an invitation from the Parchment Garden Club.
- 15. Public Comment**
At 8:27 there was 1 guest, who made no comment.

16. Adjournment

President Lysdahl adjourned the meeting at 8:27 p.m.

Minutes taken by Jennie Willard, Library Director