

PARCHMENT COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
May 19, 2026

1. **Call to order:** The meeting was called to order by President Lysdahl at 6:34 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 Harris.**
4. **Acknowledgement of guests:** At 6:35 p.m. there was one guest present.
5. **Reading & approval of minutes:**  
**The minutes of the April 21, 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 3/31/2026 was \$185,205.14, with a net loss of \$9,766.33.
- 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**

February – Vice President/Secretary

March – Treasurer

April – President

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

**7. Public comment:**

At 6:49, there was 1 guest, who made no comment.

**8. Director's report**

Willard presented the report.

**9. Monthly statistical report**

Willard presented the report.

**10. Communications:**

There were no communications.

**11. Strategic Planning**

Programming and outreach during the Summer continue the Library's mission to provide excellent services, quality programming, and connection with our community.

Renovation contracts are reaching their final details.

Staff are updating and fine-tuning procedures and handouts to better serve the public.

**12. Committee Reports**

**i. Personnel Committee – Director's annual evaluation**

Neumann presented the Director's evaluation.

**A merit raise of 4% for the Director received unanimous approval on a motion by Beals.**

**Unfinished Business**

**Item 13 Building Renovations**

Contract negotiations have reached final details and contracts should be signed soon.

**New Business**

**Item 14 Budget Discussions**

Willard presented general ideas and budget needs for future building upkeep and renewal. Brandt opened a discussion on investigating donations and other sources of funds for needed renovations and upkeep.

**15. Board comments**

Brandt made suggestions to streamline meeting flow.

Neumann recommended ways to make it easier for Board members to check their Board emails on a regular basis.

**16. Public Comment**

At 8:00 there was 1 guest, who made no comment.

**17. Adjournment**

President Lysdahl adjourned the meeting at 8:00 p.m.

Minutes taken by Jennie Willard, Library Director